



Quality-Certified Training of Farmers on Organic Agriculture

# CerOrganic MOLE Platform

## Trainers Handbook

<http://cerorganic.moleportal.eu/>



Education and Culture DG

Lifelong Learning Programme

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## Table of contents

|   |           |
|---|-----------|
| <b>TABLE OF CONTENTS.....</b>   | <b>3</b>  |
| <b>TABLE OF TABLES.....</b>   | <b>5</b>  |
| <b>1 OVERVIEW OF THE CERORGANIC MOLE PLATFORM.....</b>                        | <b>7</b>  |
| 1.1 WHAT IS THE CERORGANIC MOLE PLATFORM?.....                                | 7         |
| 1.2 WHY USE THE CERORGANIC MOLE PLATFORM? .....                               | 8         |
| 1.3 TYPES OF USERS ON THE CERORGANIC MOLE PLATFORM .....                      | 8         |
| 1.4 YOUR COURSE SERVICES ON THE CERORGANIC MOLE PLATFORM .....                | 9         |
| <b>2 HOW TO SET UP YOUR OWN COURSE ON THE CERORGANIC MOLE PLATFORM? .....</b> | <b>13</b> |
| 2.1 NORMAL VIEW VS. EDIT.....   | 13        |
| 2.2 REGISTER .....  | 13        |
| 2.3 REQUEST A COURSE .....  | 15        |
| 2.4 COURSE SETTINGS .....   | 16        |
| 2.4.1 Enabling Course Services .....  | 17        |
| 2.4.2 Course Administrators .....   | 17        |
| 2.4.3 Description of the Course .....   | 18        |
| 2.4.4 Information on the Course .....   | 19        |
| 2.4.5 Access to the Course .....  | 19        |
| 2.4.6 Registration to the Course.....   | 20        |
| 2.5 HOW TO CREATE ANNOUNCEMENTS.....  | 21        |
| 2.6 HOW TO USE THE COURSE CALENDAR.....                                       | 23        |
| 2.7 HOW TO USE THE MAIL SERVICE .....   | 24        |
| 2.8 MANAGEMENT OF THE DIGITAL CONTENT .....                                   | 25        |
| 2.9 WHY ENABLE ANNOTATIONS .....  | 27        |
| 2.10 HOW TO USE WORKSPACES .....  | 28        |
| 2.11 HOW TO CREATE A FORUM .....  | 29        |
| 2.12 HOW TO USE CHAT .....  | 30        |
| 2.13 HOW TO CREATE A FAQ SECTION .....  | 31        |
| 2.14 HOW TO RATE YOUR STUDENTS ON THE COURSE .....                            | 33        |
| 2.15 HOW TO ASSESS YOUR STUDENTS.....   | 33        |
| 2.16 HOW TO USE THE COURSE STATISTICS .....                                   | 35        |
| 2.17 HOW TO CREATE A SCHEDULE FOR RESOURCES RESERVATION .....                 | 36        |
| 2.18 HOW TO USE THE PRESENTATION ROOM.....                                    | 37        |
| 2.19 HOW TO USE THE VIDEO CONFERENCE.....                                     | 38        |
| 2.20 HOW TO SEARCH THROUGH YOUR COURSE.....                                   | 40        |
| <b>3 ANNEX: DESCRIBING RESOURCES WITH METADATA USING MOLE PLATFORM .....</b>  | <b>41</b> |
| <b>4 USEFUL LINKS .....</b>   | <b>50</b> |

## Table of Figures

|  |    |
|--|----|
| Figure 1.1. CerOrganic MOLE instance .....   | 7  |
| Figure 1.2 Main course page .....  | 10 |
| Figure 1.3 Course services .....   | 11 |
| Figure 2.1 User registration.....  | 14 |
| Figure 2.2 User registration application .....   | 14 |
| Figure 2.3 Sign in .....   | 14 |
| Figure 2.4 New course run .....  | 15 |
| Figure 2.5 New course in program.....  | 15 |
| Figure 2.6 List of courses .....   | 16 |
| Figure 2.7 Course services .....   | 16 |
| Figure 2.8 Administrators of the course .....  | 17 |
| Figure 2.9 Add administrators to the course .....  | 17 |
| Figure 2.10 Description of the course .....  | 18 |
| Figure 2.11 References/links for the course .....  | 18 |
| Figure 2.12 Information for the course .....   | 19 |
| Figure 2.13 Access to the course.....  | 19 |
| Figure 2.14 Registered users .....   | 20 |
| Figure 2.15 Registration requests.....   | 20 |
| Figure 2.16 Insert/Invite users to the course .....  | 21 |
| Figure 2.17 Deadline for user registration .....   | 21 |
| Figure 2.18 Create new announcement .....  | 22 |
| Figure 2.19 List of announcements .....  | 22 |
| Figure 2.20 New event in the course calender .....   | 23 |
| Figure 2.21 Event listed in the calender .....   | 24 |
| Figure 2.22 Send new message .....   | 24 |
| Figure 2.23 Digital content management .....   | 25 |
| Figure 2.24 Directory of useful documents.....   | 25 |
| Figure 2.25 Insert/Upload a document .....   | 26 |
| Figure 2.26 URL of course material.....  | 26 |
| Figure 2.27 Search old courses .....   | 27 |
| Figure 2.28 Document annotations .....   | 27 |
| Figure 2.29 Workspace settings .....   | 28 |
| Figure 2.30 Manage workspaces .....  | 29 |
| Figure 2.31 Create a forum topic .....   | 29 |
| Figure 2.32 Forum topics .....   | 30 |
| Figure 2.33 Course forum view in edit mode.....  | 30 |
| Figure 2.34 Create a new chat room .....   | 31 |
| Figure 2.35 Chat room .....  | 31 |
| Figure 2.36 FAQ new category .....   | 32 |
| Figure 2.37 Add new question in FAQ .....  | 32 |
| Figure 2.38 Insert rating .....  | 33 |
| Figure 2.39 Create new assessment.....   | 34 |
| Figure 2.40 Add question to assessment .....   | 34 |
| Figure 2.41 Course statistics .....  | 35 |
| Figure 2.42 Create schedule for reservations .....   | 36 |
| Figure 2.43 Create new resource in reservations (it would be better to add some text in Resource Title and Description)..... | 36 |
| Figure 2.44 Editing reservation's settings .....   | 37 |

|  |    |
|--|----|
| Figure 2.45 Create a recording .....             | 38 |
| Figure 2.46 Presentation room .....              | 38 |
| Figure 2.47 Create a video conference room ..... | 39 |
| Figure 2.48 Video conference .....               | 39 |
| Figure 2.49 Search course .....                  | 40 |

## Table of Tables

|   |   |
|---|---|
| Table 1.1. Types of management services ..... | 9 |
|---|---|



# 1 Overview of the CerOrganic MOLE Platform

## 1.1 What is the CerOrganic MOLE Platform?

The CerOrganic MOLE Platform (<http://cerorganic.moleportal.eu/>) is a multilingual multimedia information system for managing courses, supporting **learning processes** and **learning communities** through the Web. More specifically, the CerOrganic MOLE Platform fosters distance-learning by enabling communication between tutors/trainers and students, cooperation between students and access to coursework information and digital training objects (DTOs). In doing this, the CerOrganic MOLE Platform supports the combination of traditional classroom-based lessons and practical sessions, with self-study and e-learning.

The CerOrganic MOLE Platform is an instance of the MOLE (Multimedia Open Learning Environment) platform<sup>1</sup>, initially developed to support education and organize laboratory processes and learning communities for the needs of the Electronic and Computer Engineering Department of the Technical University of Crete (<http://www.ece.tuc.gr>). The central installation of MOLE is available at: <http://www.moleportal.eu>.

The CerOrganic MOLE instance provides access to an innovative quality-certified training program for professionals in the field Organic Agriculture and can be either accessed from the corresponding link of the central installation given above or directly from: <http://cerorganic.moleportal.eu/> (Figure 1.1).

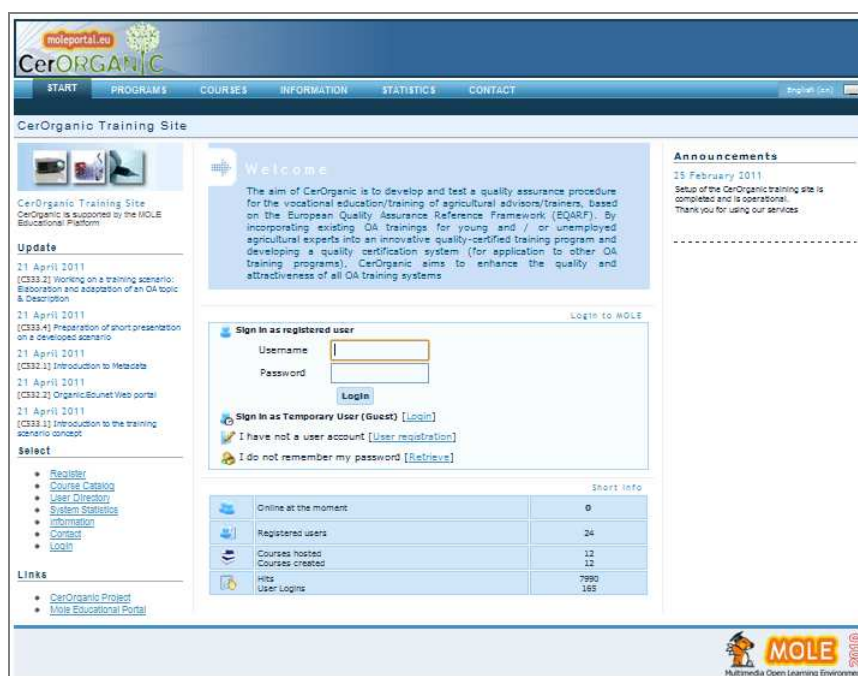


Figure 1.1. CerOrganic MOLE instance

<sup>1</sup> MOLE has been developed by the Laboratory of Distributed Multimedia Information Systems and Applications of the Technical University of Crete (TUC/MUSIC - <http://www.music.tuc.gr>)

## 1.2 Why use the CerOrganic MOLE Platform?

The CerOrganic MOLE technological infrastructure provides:

- education support by introducing new technologies
- fast and effective information for learners
- an intuitive environment providing learning services
- effective support of educational communities
- uniform presentation of courses and support of courses series
- presentation of curriculum
- organization of a large volume of digital educational material and search service
- possibility of reusing materials and self-learning
- coverage of individual needs in the educational process
- dynamic presentation of statistics and performance indicators for the courses
- interoperability with other educational systems with the SCORM export feature

Specifically, platform offers a set of services for:

- the organization and management of digital educational content (Lectures, notes, exercises, technical lab material, FAQs etc.)
- informing learners (Announcements, Calendar, literature, personal rating etc)
- learning communities (Mailing lists, live chat rooms, forums, personal messaging, instant messaging, annotation tools)
- supporting educational activities (Registration to courses, formation of lab teams, exercise uploads and deadline management, assessment tests)
- monitoring services (Course usage statistics, class performance indicators)

The technical development of the system was done in such a way as to ensure the following requirements:

- Support for large volumes of information and scalability
- Easy future development of new educational services
- Development of functional graphical user interfaces highly responsive and easy to use
- Development of mechanisms for security of use and data protection

## 1.3 Types of users on the CerOrganic MOLE Platform

On the CerOrganic MOLE Platform there are several user roles with access to different arrays of management services: *site users*, *course administrators*, *site administrators*.

### a. Site users

Site users are normally the students/learners that have access to the course material and are informed on the progress of the courses that interest them. They have the ability to communicate with other users, create working groups, upload their work on the platform and many other services.



## b. Course administrators

As trainers/tutors you will be granted Course administrator rights, that will give you access to additional management services such as the creation and publication of announcements, sending email to individual or group of users, uploading of documents on the platform, creation of new courses by sending off a request for new course. The request is recorded in the system and processed by system administrators.

## c. Site administrators

Site administrators are able to manage training periods by creating or deleting semesters and choose which information services will be active or not. Site administrators are able to approve or reject the creation of new courses; search users, delete or edit their data; approve pending requests for new users and also have the ability to monitor the connections in the system, where information about the user data is displayed, his/her entry time and end time in the system, as well as the pages that were accessed by the user in the system.

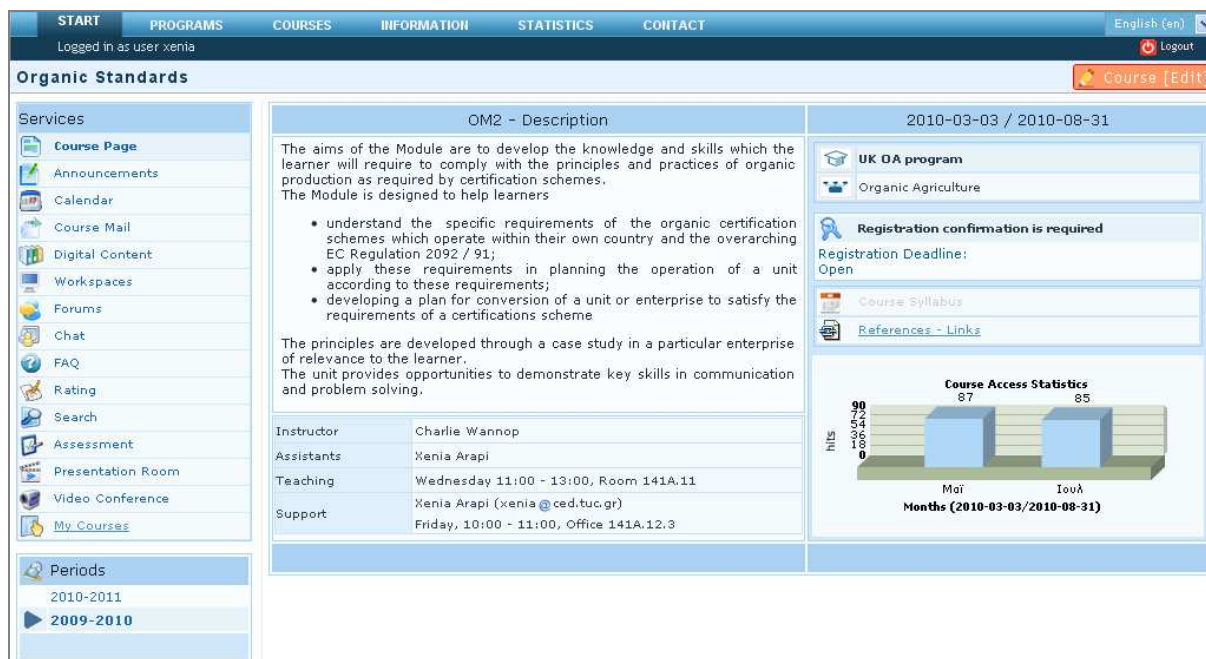
The following table summarizes the services available to the three different types of users.

| Site user               | Course administrator    | Site administrator      |
|-------------------------|-------------------------|-------------------------|
| User Profile Management | User Profile Management | User Profile Management |
| Personal Messages       | Personal Messages       | Personal Messages       |
| Users List              | Users List              | Users List              |
|                         | Announcements           | Announcements           |
|                         | Email                   | Email                   |
|                         | Document Management     | Document Management     |
|                         | Course Creation         | Course Creation         |
|                         |                         | Site Settings           |
|                         |                         | Course Management       |
|                         |                         | Study Guide Management  |
|                         |                         | User Management         |
|                         |                         | Connections Monitoring  |

Table 1.1. Types of management services

## 1.4 Your Course Services on the CerOrganic MOLE Platform

As course administrator in CerOrganic MOLE Platform you have the ability to enter or edit the description of the course, to enter information about the teaching of the course (e.g. class rooms, time, teaching assistants, etc.), and to upload material on the subject matter, bibliography and useful links. All these elements constitute a complete presentation and are directly accessible from the main page of the course (Figure 1.2).



**Figure 1.2 Main course page**

To support training the platform provides you as Course administrator with a set of services, aiming to improve communication and cooperation, to provide better information and remote access to course materials, as well as automation of necessary training procedures and support and creation of learning communities.

The following services are available:

- Announcements
- Course Calendar
- E-Mail
- Lectures Management
- Notes Management
- Useful Documents Management
- Documents Presentation
- Annotations
- Lab/Projects
- Exercises Upload
- Discussion Forums
- Chat
- Course/Lab FAQ
- Grades Management and Presentation
- Content Search Service
- References – Useful Links Management
- Assessment Tests
- Scheduling - Reservations
- Course statistics
- Exporting course material to SCORM
- Multimedia Presentations
- Video Conferencing and Collaboration Service

As Course administrator you can choose which of the following available services to activate in order to enhance the educational process (Figure 1.3).



| Active                              | Service                           | Description   |
|-------------------------------------|-----------------------------------|---|
| <input checked="" type="checkbox"/> | Course Presentation               | Present/ manage Course  |
| <input checked="" type="checkbox"/> | Announcements                     | Present and Manage course announcement  |
| <input checked="" type="checkbox"/> | Course Calendar                   | Create - Manage course events   |
| <input checked="" type="checkbox"/> | Mail Service                      | Send email messages to course users   |
| <input checked="" type="checkbox"/> | Digital Content                   | Service for storing and managing of course digital content  |
| <input checked="" type="checkbox"/> | Workspaces                        | Support of Labs and Projects. Setting up working groups. Storage and management of uploaded material      |
| <input type="checkbox"/>            | Upload Work                       | Ability of electronic upload of homework and projects   |
| <input checked="" type="checkbox"/> | Forums                            | Support for virtual discussions among registered course users   |
| <input checked="" type="checkbox"/> | Chat                              | Support of live text chatting among registered course users   |
| <input checked="" type="checkbox"/> | Present Slides-Notes              | Processing of slides and tutorial notes for the dynamic presentation through the MOLE platform            |
| <input checked="" type="checkbox"/> | User Annotations on Presentations | Ability to insert comments or notes on parts of the presentations (Lectures, Notes) by registered users   |
| <input checked="" type="checkbox"/> | Course FAQ                        | Creation and presentation of frequently asked questions about the course                                  |
| <input type="checkbox"/>            | Rating                            | Manage course ratings (final exams, lab exercises). Rates are visible only to interested registered users |
| <input checked="" type="checkbox"/> | Search Service                    | Search service of course material   |
| <input type="checkbox"/>            |                                   | Manage information related to the literature of the course as well as useful links to                     |

Figure 1.3 Course services



## 2 How to set up your own course on the CerOrganic MOLE Platform?



### 2.1 Normal View vs. Edit

On the CerOrganic MOLE Platform there are two different modes: Normal View  and Edit .

While learners can access the Normal View, you as course administrator can use the Edit mode in order to manage your courses. In order to explore the Services offered for your courses you need to select Edit mode.

In order to navigate from one service to another (e.g. from Announcements to Forum) go back to Normal mode and select the service you want to access. To start editing the new service selected, click Edit.

On the Edit mode you will normally encounter the following symbols:

-  - Create/ Add
-  - Delete/ Cancel
-  - Edit

### 2.2 Register

In order to start your activity on the CerOrganic MOLE Platform, go to:

**<http://cerorganic.moleportal.eu/>**

If you do not have an account on the CerOrganic platform, select the *User registration* option (Figure 2.1).

Figure 2.1 User registration

Complete the following categories by providing your Name, Surname, Email Contact, Phone Contact, Username and select *Submit* (Figure 2.2).

Figure 2.2 User registration application

A first email will be sent to the email account provided, with the following message:

*Your application for creating a new account at the CerOrganic MOLE platform has been registered. You will be notified with a new message in this email address for the activation of your account*

After your registration request is approved by the administrator of the platform you will receive a second email confirming the activation of your profile.

At this point you are able to log in on the platform using your Username and Password. After your first log in to the platform, the system prompts you to change your password.

Figure 2.3 Sign in

## 2.3 Request a Course

In order for you to create a new Course on the platform, go to:

**Start → Site[Edit] → Requests → New Course Creation Request**

as illustrated in Figure 2.5. The Course Request will be sent to the administrator of the CerOrganic MOLE platform that after examining the request will decide to approve it or not. In case of approval, the administrator will grant you Course Administrator rights. You are, however, able to further add other administrators to your course, by granting them this right yourself.

When creating a New Course you have several options as follows: a. to add a new independent course by selecting *New Course Run* b. to add a new course as part of program by selecting *New Course in Program* or c. to create a course from a previous one already available on the platform by selecting *Create from previous courses*.

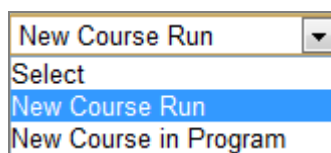


Figure 2.4 New course run

In the case of the CerOrganic Spring School, training there is the possibility to create a new course as part of the Program *CerOrganic Training of Trainers Spring School* in the Category *Vocational Training in Organic Agriculture*. Add the Course name, Code Code and a short description of the course and select Submit (Figure 2.5).

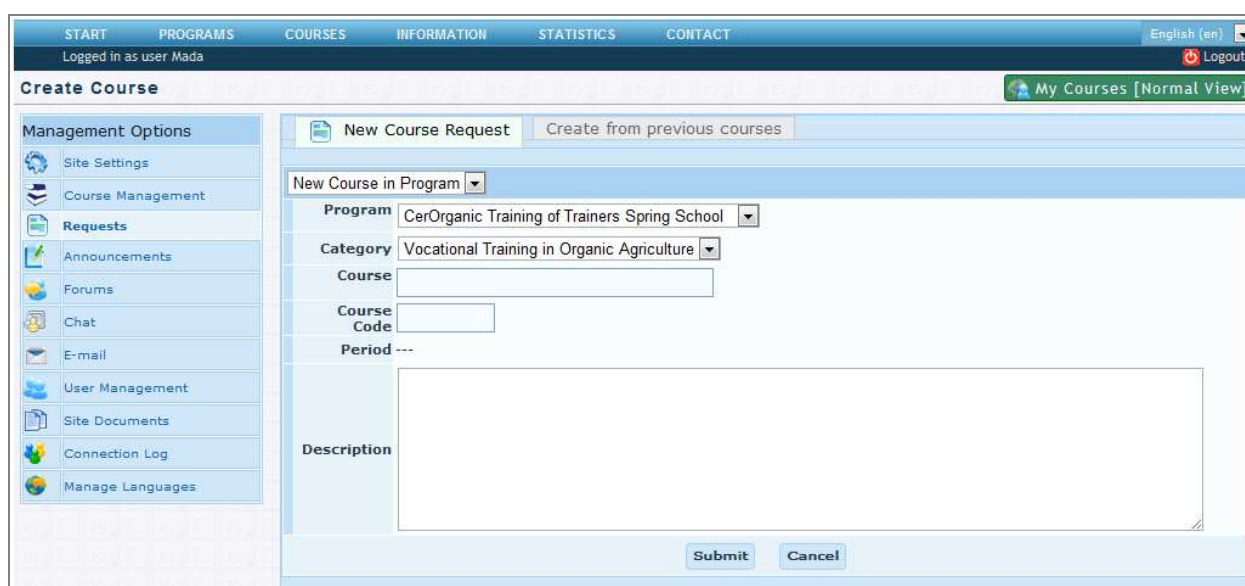
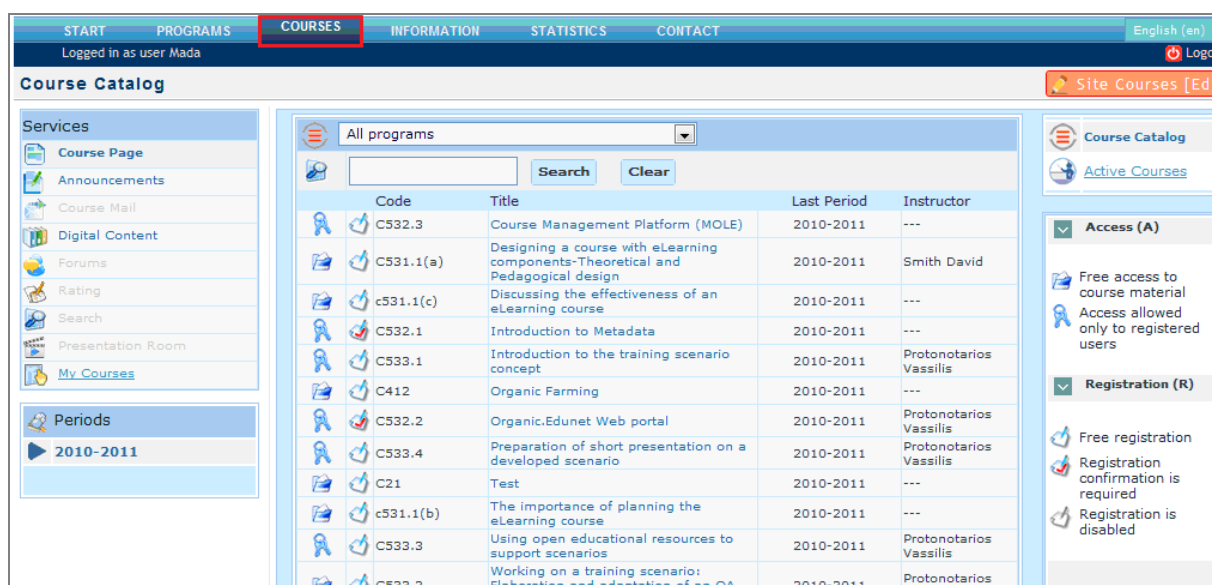


Figure 2.5 New course in program



After being reviewed and approved by the administrator your course will be displayed in the Course list (Figure 2.6).




| Code      | Title   | Last Period | Instructor             |
|-----------|---|-------------|------------------------|
| C532.3    | Course Management Platform (MOLE)   | 2010-2011   | ---                    |
| C531.1(a) | Designing a course with eLearning components-Theoretical and Pedagogical design | 2010-2011   | Smith David            |
| c531.1(c) | Discussing the effectiveness of an eLearning course                             | 2010-2011   | ---                    |
| C532.1    | Introduction to Metadata  | 2010-2011   | ---                    |
| C533.1    | Introduction to the training scenario concept                                   | 2010-2011   | Protonotarios Vassilis |
| C412      | Organic Farming   | 2010-2011   | ---                    |
| C532.2    | Organic.Edunet Web portal   | 2010-2011   | Protonotarios Vassilis |
| C533.4    | Preparation of short presentation on a developed scenario                       | 2010-2011   | Protonotarios Vassilis |
| C21       | Test  | 2010-2011   | ---                    |
| c531.1(b) | The importance of planning the eLearning course                                 | 2010-2011   | ---                    |
| C533.3    | Using open educational resources to support scenarios                           | 2010-2011   | Protonotarios Vassilis |
| C533.2    | Working on a training scenario: Elaboration and adaptation of an OA             | 2010-2011   | Protonotarios Vassilis |

Figure 2.6 List of courses

## 2.4 Course settings

A number of Services are available to you as Course Administrator under the following categories: *Services*, *Administrators*, *Description*, *Information*, *Access*, *Registration*. In order to access these services go to:

**Courses → Select your course → Course[Edit]**



| Active                              | Service              | Description  |
|-------------------------------------|----------------------|--|
| <input checked="" type="checkbox"/> | Course Presentation  | Present/ manage Course   |
| <input checked="" type="checkbox"/> | Announcements        | Present and Manage course announcement   |
| <input type="checkbox"/>            | Course Calendar      | Create - Manage course events  |
| <input checked="" type="checkbox"/> | Mail Service         | Send email messages to course users  |
| <input checked="" type="checkbox"/> | Digital Content      | Service for storing and managing of course digital content   |
| <input type="checkbox"/>            | Workspaces           | Support of Labs and Projects. Setting up working groups. Storage and management of uploaded material |
| <input type="checkbox"/>            | Upload Work          | Ability of electronic upload of homework and projects  |
| <input checked="" type="checkbox"/> | Forums               | Support for virtual discussions among registered course users  |
| <input checked="" type="checkbox"/> | Chat                 | Support of live text chatting among registered course users  |
| <input type="checkbox"/>            | Present Slides-Notes | Processing of slides and tutorial notes for the dynamic presentation through the MOLE platform       |

Figure 2.7 Course services



## 2.4.1 Enabling Course Services



In the first category, Services, you have the possibility to choose which of the following available services to activate in order to enhance the educational process. Select the ones that suit your training needs from their corresponding boxes and select *Update*. The selected services will be then displayed on the left side menu of your course.

## 2.4.2 Course Administrators

Both the CerOrganic platform administrator and you as course administrator have the right to manage the administrators of your course.



Figure 2.8 Administrators of the course

Select Add  and choose from the list of users the ones that you would like to add as administrators of your course. At any point you can remove the administrator rights from a user .

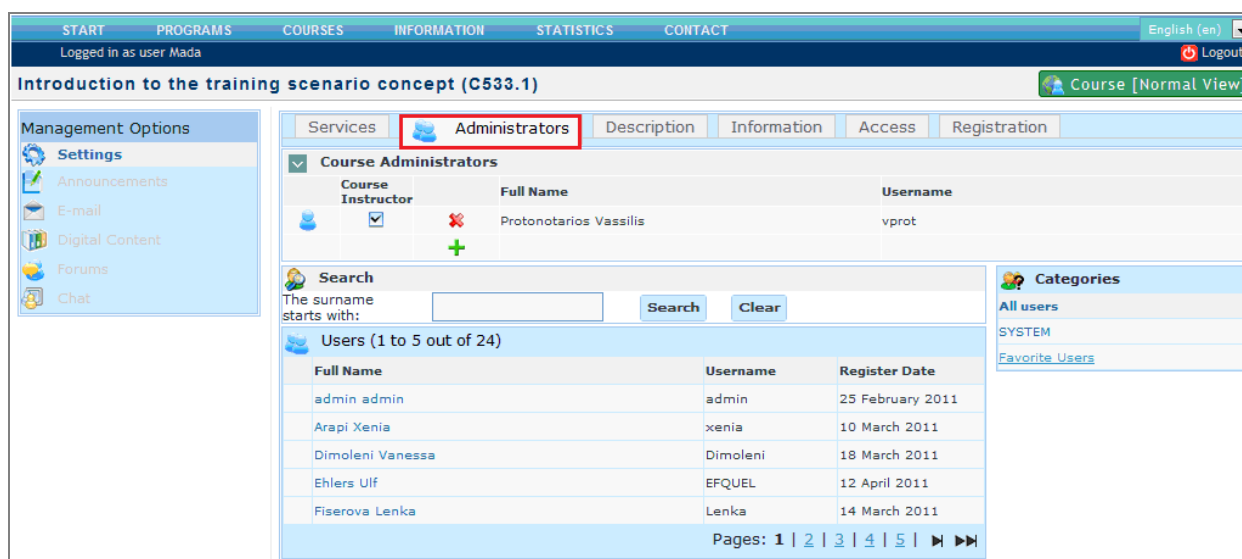


Figure 2.9 Add administrators to the course

### 2.4.3 Description of the Course

In this section you can edit the description of the Course and also you can upload a syllabus for the course (Figure 2.10).

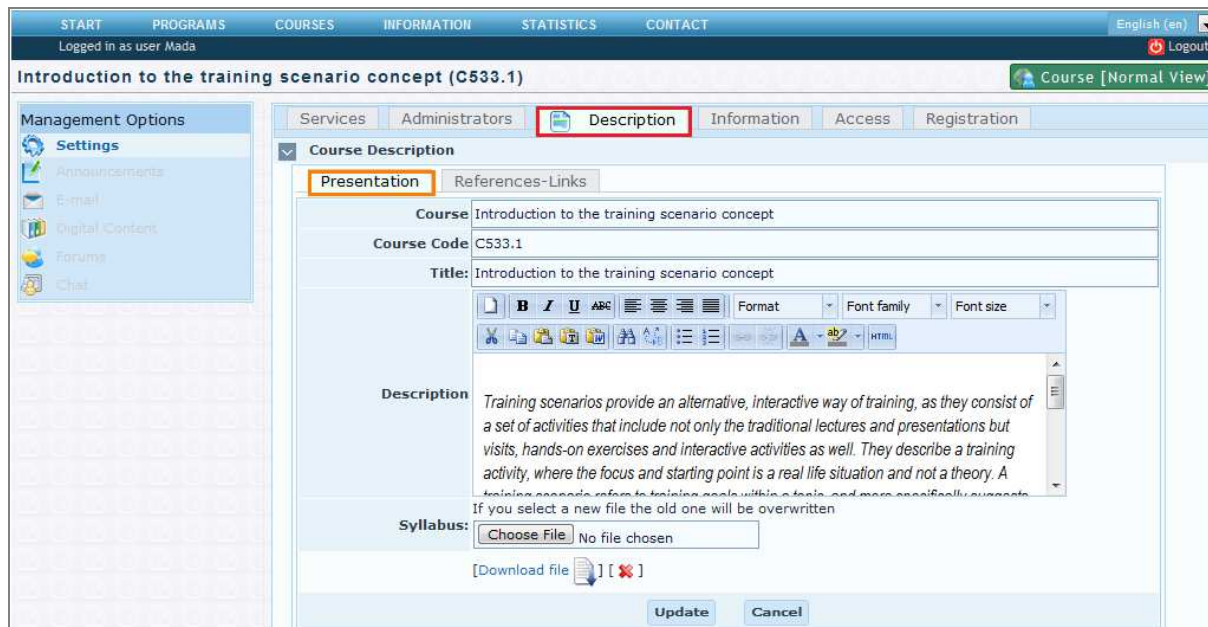


Figure 2.10 Description of the course

Additionally, if you have enabled the service References-Links, here you can complete the corresponding section or simply insert Reference/links from previous periods, if available, by selecting the tab on the bottom (Figure 2.11).

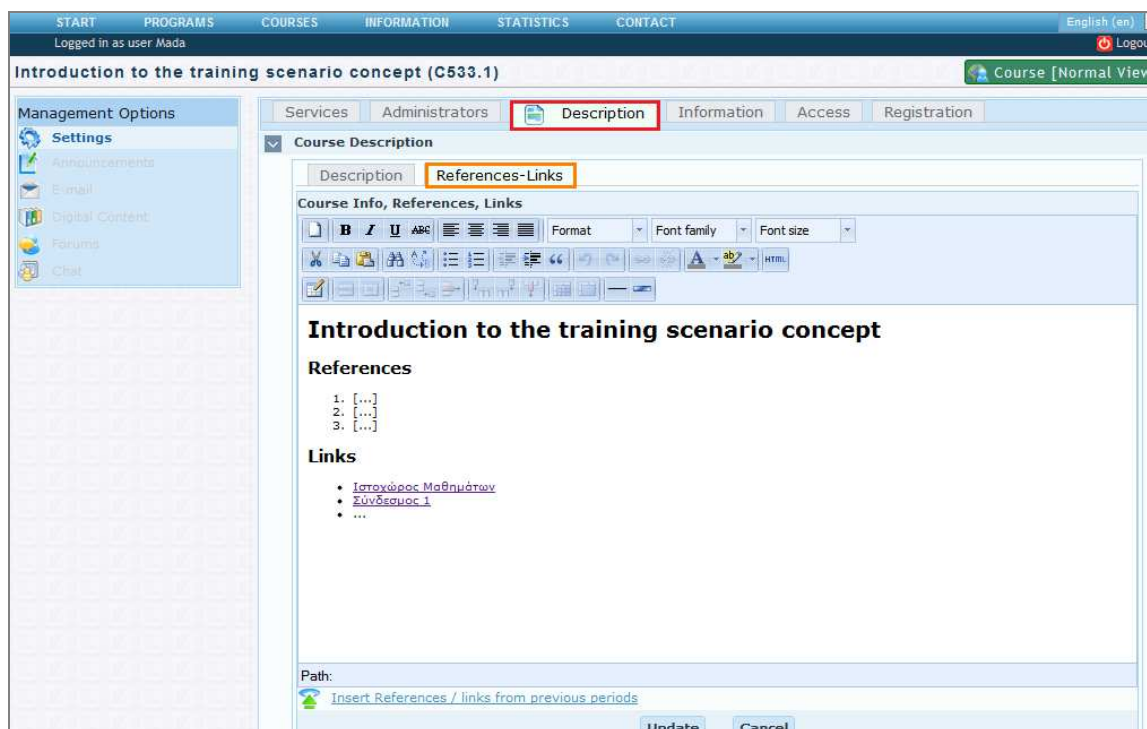


Figure 2.11 References/links for the course

## 2.4.4 Information on the Course

In this section you can complete information regarding the Course such as:

- **Trainer** of the Course (Figure 2.12)
- **People**: additional support staff
- **Teaching**: information such as teaching hours, rooms etc.
- **Support**: additional information about tutorial hours, rooms, office hours, lab hours, practice location etc.

The screenshot shows the 'Information' tab selected in the course management interface. The left sidebar contains 'Management Options' with links to Settings, Announcements, E-mail, Digital Content, Forums, and Chat. The main content area is titled 'Introduction to the training scenario concept (C533.1)' and has a 'Course [Normal View]' button. Below the title are tabs for Services, Administrators, Description, Information (selected), Access, and Registration. The 'Course Info' section has sub-tabs for Trainer, People, Teaching, and Support. The 'Trainer' sub-tab is active, showing a form to enter the necessary info for the trainer - instructor of the course (name, title, contact). The 'Title' field contains 'Instructor: Dr. Vassilis Protonotarios'. Below this is a rich text editor with a toolbar (B, I, U, ABC, list, link, unlink, Format, Font family, Font size, HTML) and the following text: 'Dr. Vassilis Protonotarios has a 5-year bachelor, a 2-year M.Sc. and a 4-year PhD in Agricultural Biotechnology, all from the Agricultural University of Athens (Greece). He is a Scientific Associate of Agro-Know Technologies. He has professional experience in the field of Organic Agriculture, both as an officer in the Directorate of Organic Agriculture of the Greek Ministry of Food and Rural Development as well from his participation in various EU projects concerning Organic'. At the bottom are 'Update' and 'Cancel' buttons.

Figure 2.12 Information for the course

## 2.4.5 Access to the Course

From the tab “Access”, you can define who can access the digital material of the course, as well as some registration process options (e.g. free registration, registration confirmed by the course administrator, registration using a code and disable registration), as illustrated in Figure 2.13.

The screenshot shows the 'Access' tab selected in the course management interface. The left sidebar is the same as in Figure 2.12. The main content area is titled 'Introduction to the training scenario concept (C533.1)' and has a 'Course [Normal View]' button. Below the title are tabs for Services, Administrators, Description, Information, Access (selected), and Registration. The 'Course Access Policy' section is active, showing a form to define access and registration options. The 'Course' field contains 'Introduction to the training scenario concept' and the 'Course Code' field contains 'C533.1'. Under 'Digital material access options (Lectures, Notes, Documents, Projects)', there are two radio buttons: 'Free access to all users' (selected) and 'Access allowed only to registered users'. Under 'Registration process options', there are three radio buttons: 'Free Registration' (selected), 'Confirm Registration', and 'Register with a code'. There is also a 'Disable Registration' option with a checkbox. At the bottom is an 'Update' button.

Figure 2.13 Access to the course

## 2.4.6 Registration to the Course

In this section you can manage the Registration process to your course by checking the list of *Registered Users* (Figure 2.14).

The screenshot shows the CerORGANIC interface for a course titled 'Introduction to the training scenario concept (C533.1)'. The 'Registration' tab is selected, and the 'Registered Users' section is active. The table below shows the list of registered users.

| User No           | Full Name      | Username | Delete                   |
|-------------------|----------------|----------|--------------------------|
| 1000265<br>SYSTEM | Ungur Madalina | mada     | <input type="checkbox"/> |

Buttons: [Update](#), [Select all](#)

Figure 2.14 Registered users

You can approve/ reject a registration *Request* (Figure 2.15).

The screenshot shows the CerORGANIC interface for the same course. The 'Registration' tab is selected, and the 'Requests' section is active. The table below shows the list of new registration requests.

| Confirm Registration | User No | Full Name | Username | Delete |
|----------------------|---------|-----------|----------|--------|
|                      |         |           |          |        |

Buttons: [Update](#)

Figure 2.15 Registration requests



By selecting *Insert* you can choose from the list of platform users the ones that you would like to follow the Course.

The screenshot shows the 'Registration' tab in the course management interface. The 'User Registrations' section is active, displaying a table of registered users. The 'Insert' button is highlighted, indicating the process of adding users to the course.

| Full Name                      | Username         | Register Date    |
|--------------------------------|------------------|------------------|
| admin admin                    | admin            | 25 February 2011 |
| Arapi Xenia                    | xenia            | 10 March 2011    |
| Dimoleni Vanessa               | Dimoleni         | 18 March 2011    |
| Ehlers Ulf                     | EFQUEL           | 12 April 2011    |
| Fiserova Lenka                 | Lenka            | 14 March 2011    |
| Foglar-Deinhardstein Katharina | KatharinaFD      | 14 March 2011    |
| Georgakakis Andreas            | andreas          | 14 March 2011    |
| Gerhard Plakolm                | plakge           | 11 April 2011    |
| Helmstedt Connie               | chelmstedt       | 14 March 2011    |
| Katalin Szépkuthy              | szepkuthykatalin | 16 April 2011    |

Figure 2.16 Insert/Invite users to the course

Additionally, you can set a deadline for Registration to your Course (Figure 2.17).

The screenshot shows the 'Deadline' tab in the course management interface. The 'Registration Deadline in Course' section is active, displaying a date selection calendar. The 'Activate Deadline' checkbox is checked, and the date is set to April 24, 2011.

Registration Deadline in Course

Deadline ☒ Activate Deadline

select first the hour and then the date

Απρίλιος 2011

| Δ  | Τ  | Τ  | Π  | Π  | Σ  | Κ  |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1  |

Ωρα: 09 : 00

Figure 2.17 Deadline for user registration

## 2.5 How to create Announcements

This service allows the creation of announcements that are visible to the registered users in the course. The platform offers the necessary forms for the preview, creation, update and deletion of the announcements of the course. Also, the announcement can be automatically sent to the e-mail list of the course.



In order to create Announcements go to:

**Courses → Select your course → Announcements → Announcements [Edit]  
→ New Announcement**



The screenshot shows the 'New Announcement' form in the CerORGANIC system. The form is titled 'New Course Announcement' and includes fields for 'From:' (optional), 'Title' (set to 'Course info updated'), and a rich text editor for the announcement body. The body contains the text 'Dear all, Please make sure to check the...'. There is a checkbox for 'Send by E-mail service' and a 'Check if you want to send the notice automatically to the course mailing list' option. Buttons for 'Create' and 'Cancel' are at the bottom.

**Figure 2.18 Create new announcement**

Fill in the fields available: *From* (optional) and *Title*, write and format the text of your announcement and select *Create*. Additionally you can *Insert a link to a digital document* available on the platform and select the option to *Send the announcement by E-mail service*.

Once you create the announcement, this will be available in the list on Announcement. You can further Edit  your Announcement or choose to Delete it .

The screenshot shows the 'Announcements' list in the CerORGANIC system. The list shows one announcement with the title 'Course info updated', date '25 April 2011', and body 'Hello! Please make sure that you...'. There are 'Delete' and 'Change' buttons for each announcement.

| Title  | Delete  | Change  |
|--|---|---|
| Course info updated<br>Date: 25 April 2011<br>Hello!<br>Please make sure that you... |  |  |

**Figure 2.19 List of announcements**

## 2.6 How to use the Course Calendar

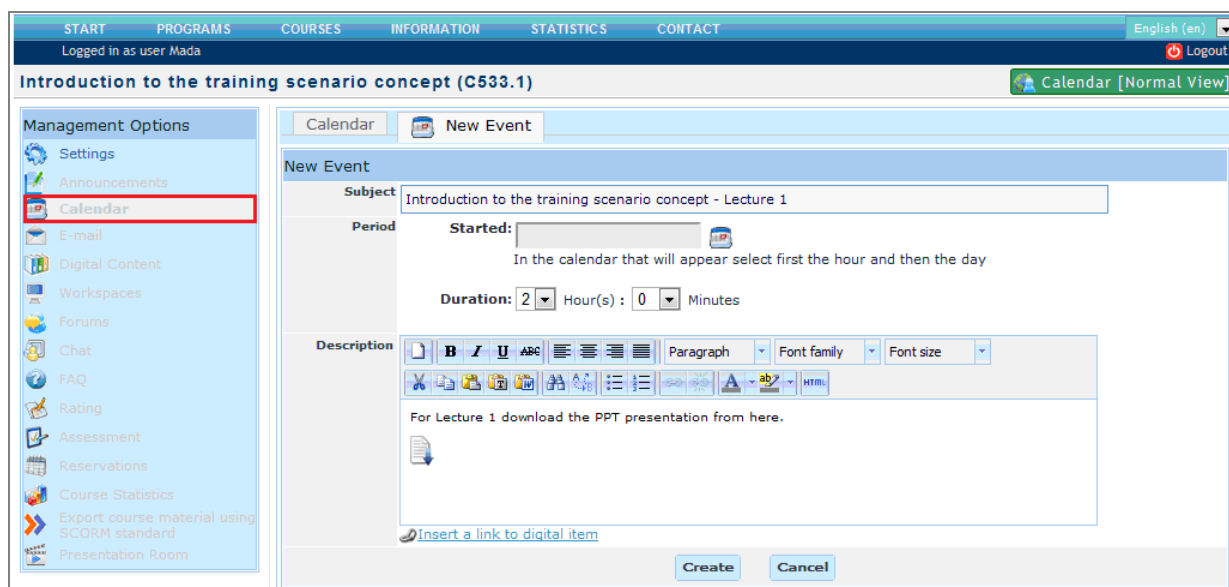
The course calendar presents the events related to the teaching of the course and are updated during the semester. The events, depending on the progress of the course, are created by the instructor or the lab staff and are presented to the registered users sorted by month.

In order to create Announcements go to:

**Courses → Select your course → Calender → Calender [Edit] → Create** 

The course calendar presents the events related to the teaching of the course and are evolved during the semester. The events, depending on the progress of the course, are created by the Course Administrator and are presented to the registered users sorted by month.

Include a *Subject* for the event and select the *Starting* date and time and the duration of the event. You can include a Description with guidelines for students and *Insert a link to a digital item* (Figure 2.20). In order to insert a digital item as an attachment to the event, it is important that you first upload the digital item. More info on how to upload digital items is available in the section *Digital Content Management*.



The screenshot shows the 'New Event' form in the course calendar. The form is titled 'New Event' and is part of the 'Calendar' section. It includes fields for 'Subject', 'Period', 'Started', 'Duration', and 'Description'. The 'Subject' field contains 'Introduction to the training scenario concept - Lecture 1'. The 'Period' field is set to 'Started:'. The 'Duration' field is set to '2 Hour(s) : 0 Minutes'. The 'Description' field contains the text 'For Lecture 1 download the PPT presentation from here.' and a link to a digital item. The form also includes a 'Create' button and a 'Cancel' button.

Figure 2.20 New event in the course calendar

Once you have created the event, this will be displayed in the Calendar (Figure 2.21).

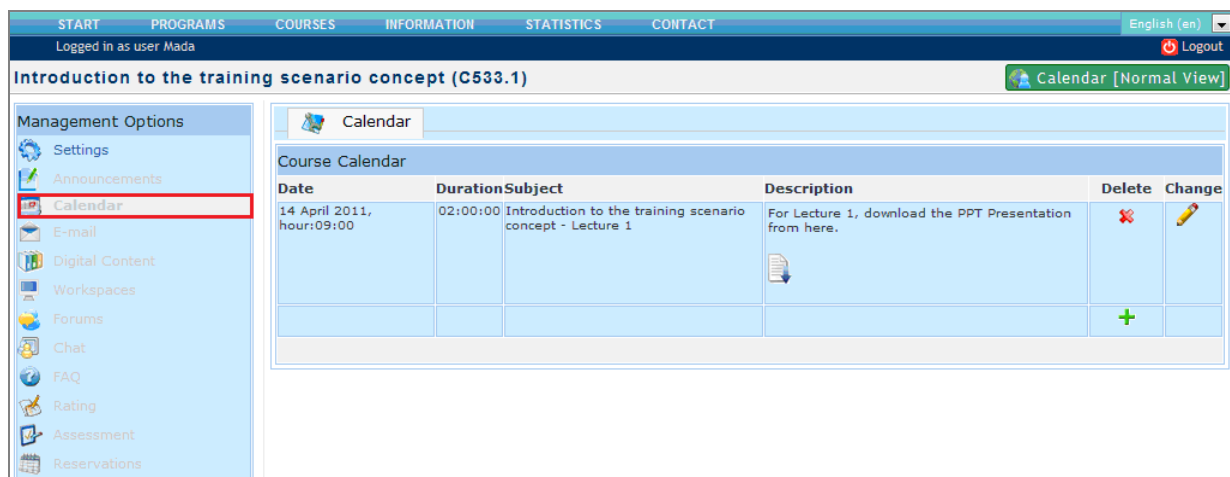


Figure 2.21 Event listed in the calendar

## 2.7 How to use the Mail Service

As course administrator you have the opportunity to use the mail service and send messages to inform directly the registered users about various topics related with the course. Each user through his/her personal profile, can choose if (s)he wants to receive those messages or not. In each case, and to better inform the learners, the history of sent messages to the mailing list of the course is presented on the course's pages.

In order to create a Course Mail go to:

**Courses → Select your course → Course Mail → Course Mail [Edit] → Send new message**

Create a new message by writing its Subject and Content and select *Submit*. A copy of your email will be saved in the Sent Messages list. Once you submit a Message, all the students registered to the course will receive your message as long as they have activated the E-mail Services from their Profile page.

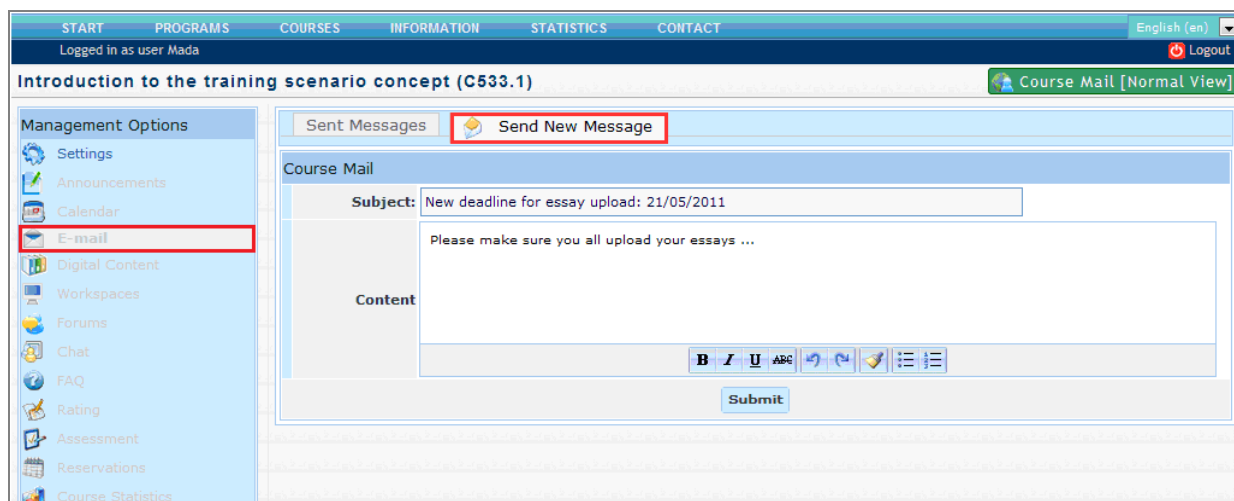


Figure 2.22 Send new message



## 2.8 Management of the Digital Content

The platform offers different Categories of Digital Content that you can upload on the platform such as: Lectures, Notes, Useful Documents, Links etc. As Course administrator you are free to edit and create new categories to suit your training needs.

In order to manage your Digital Content go to:

**Courses → Select your course → Digital Content → Digital Content [Edit]**

In order to organise your categories, select *Categories [Manage]* tab.

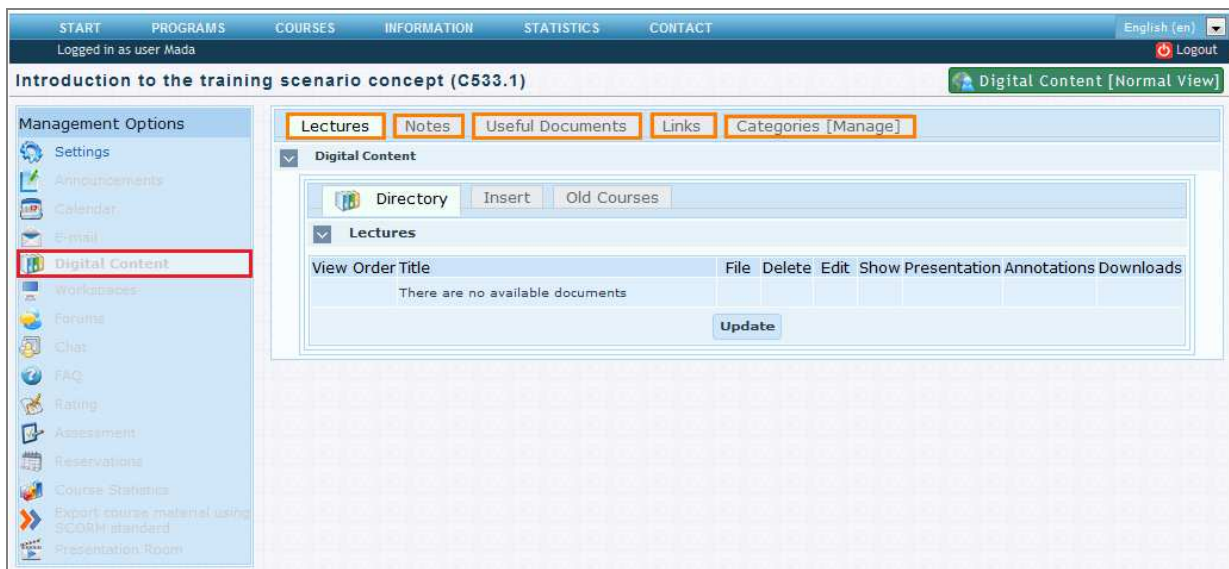


Figure 2.23 Digital content management

Regardless of the type of content, the functionalities available are the following:

### a. Directory

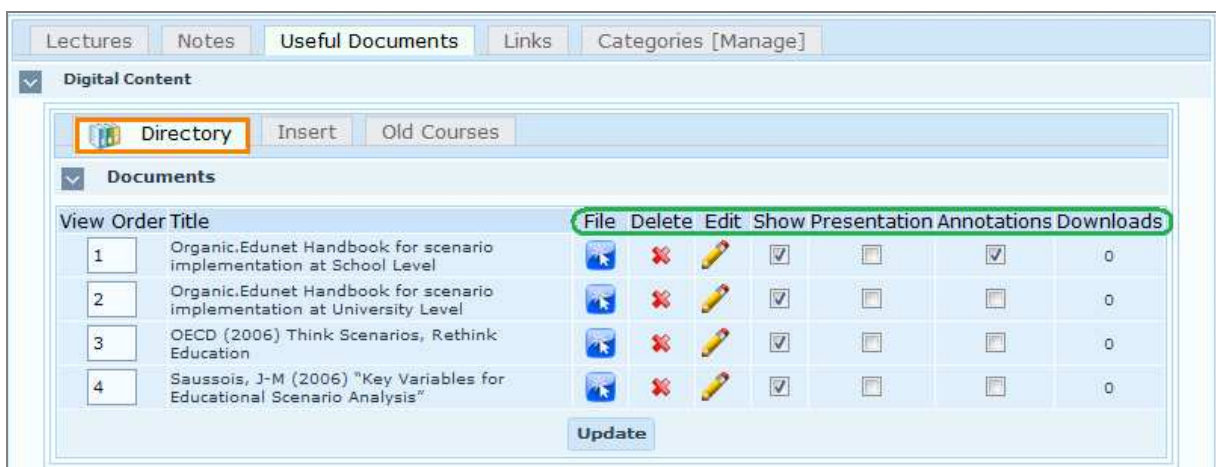


Figure 2.24 Directory of useful documents

Here you can check the list of uploaded digital content, view the documents, edit or Delete them. Additionally you have three options that you can enable as follows:

- **Show:** Check, if you wish the file to be visible in the normal view of the course
- **Create Presentation:** Check, if you want the system to process the uploaded file to upload to enable the presentation through the platform.
- **Allow Annotations:** Check, if you wish to allow annotations from courses registered users on the presentation

#### b. Insert

Select *Insert*, describe your document by providing a Title and a Description and select Choose a file to upload it.

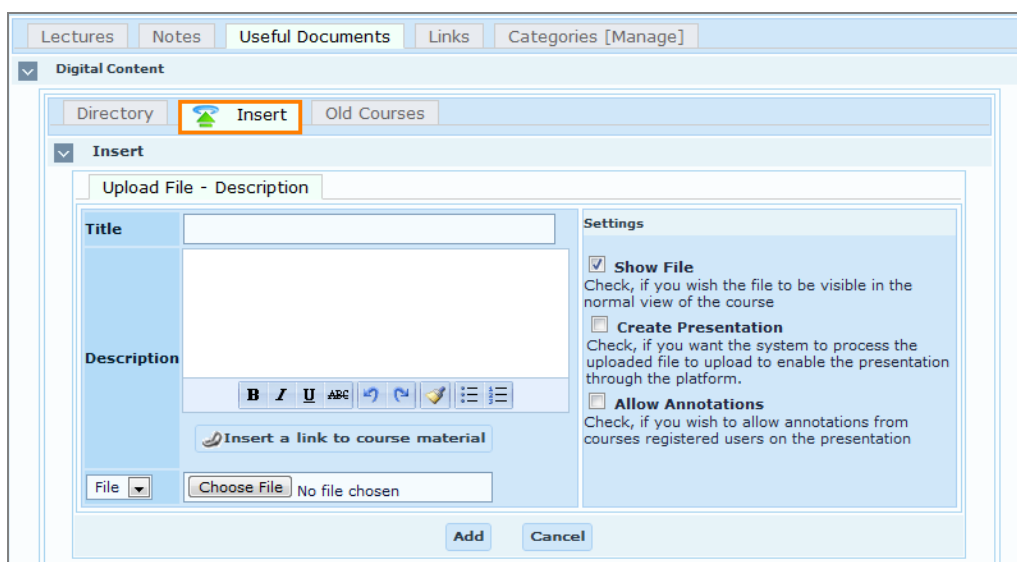


Figure 2.25 Insert/Upload a document

Moreover you can upload material by providing its URL link. You can do this in two easy ways: either by selecting the Insert a link to course material tab **Insert a link to course material** or by switching the File menu to Link and inserting the URL in the space provided as shown in Figure 2.26.

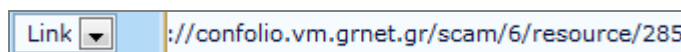


Figure 2.26 URL of course material

#### c. Old Courses

Search for already available digital content and insert it in your current course (Figure 2.27).



Figure 2.27 Search old courses

## 2.9 Why enable Annotations

Enabling this service allows the registered users of the course to navigate in the course lectures or notes, which have been previously processed and presented on the system and leave comments or notes at several points on the presentation (Figure 2.28).

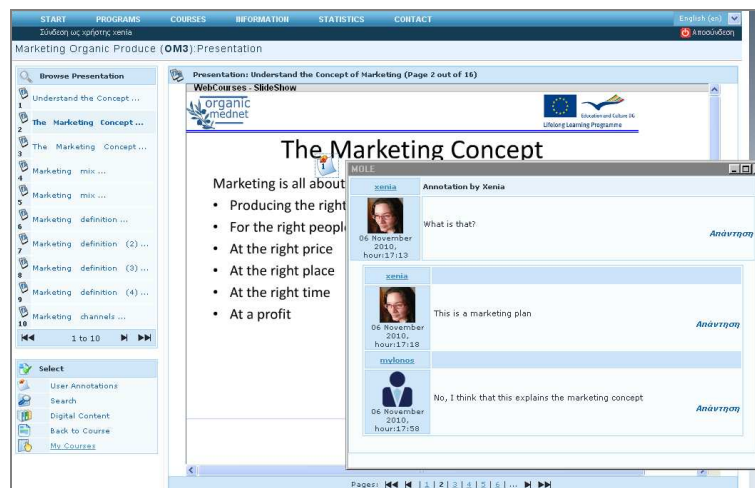


Figure 2.28 Document annotations

These comments can be seen by other users and the instructor. It is also possible to create a comment or note in response to a previous comment of a user. In this way the educational process is enhanced, since the opportunity of asynchronous communication between learners and instructor via comments or questions on specific points of the presentation of lectures or notes is provided.

## 2.10 How to use Workspaces

This service enables a set of tools to help the development of laboratory exercises, or the various tasks related to the course. As course administrator you can appropriately set the parameters of the electronic laboratory to allow the statement of working groups by the registered users, determining the number of individuals for each group and the deadline for the statement. During the teaching of the course, you can upload to the system the lab projects or tasks to be completed by the working groups and uploaded by the deadline.

In order to manage your Workspaces go to:

**Courses → Select your course → Workspaces → Workspaces [Edit]  
→ Create +**

Create the new Workspace by choosing its:

- **Type** (Lab, Exercises or Projects),
- **Number of people in the group** (1-15)
- **Deadline for Registration** (Open or Set)
- **Title**
- **Short Description**

Additionally you can upload a document with further guidelines

Figure 2.29 Workspace settings

Once you select *Create* additional tabs will be available where you can update the information on the project, manage participation to the project, upload work of reference material (Figure 2.30).

Figure 2.30 Manage workspaces

The service for the projects upload allows the created working groups to electronically send their work to the system before the submission deadline. The projects are organized and presented to the instructor with all necessary information through appropriate course management pages.

## 2.11 How to create a Forum

Within courses virtual discussion can be supported. The platform provides a mechanism to support these electronic discussions among users for each course and on several topics (threads).

In order to create a new Forum topic go to:

**Courses → Select your course → Forum → Forum [Edit] → Create a new topic**

Figure 2.31 Create a forum topic

Once you have created the New topic this will be listed in the Forum section (Figure 2.32).



Figure 2.32 Forum topics

In Edit mode, the course administrator is able to view or delete course forum topics.

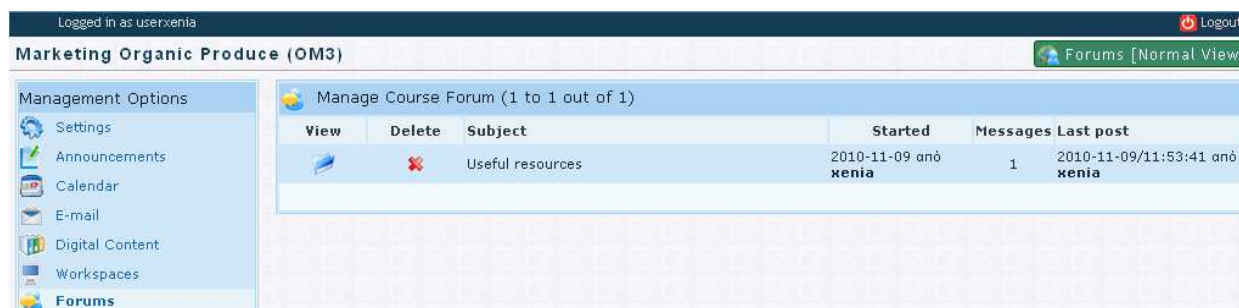


Figure 2.33 Course forum view in edit mode

## 2.12 How to use Chat

The platform allows users to communicate directly via the live chat. This service allows the creation of chat rooms in which users can be connected and exchange messages in real time.

In order to use the Chat service go to:

**Courses → Select your course → Chat → Chat [Edit] → New Chat room**



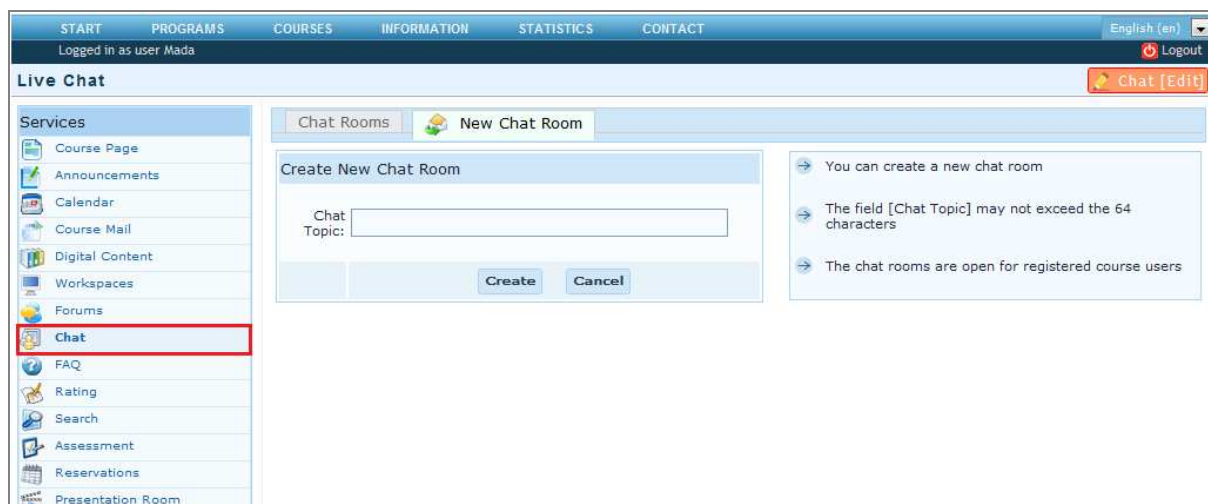


Figure 2.34 Create a new chat room

Once you have created your Chat room you can start using it to communicate with other users (Figure 2.35).

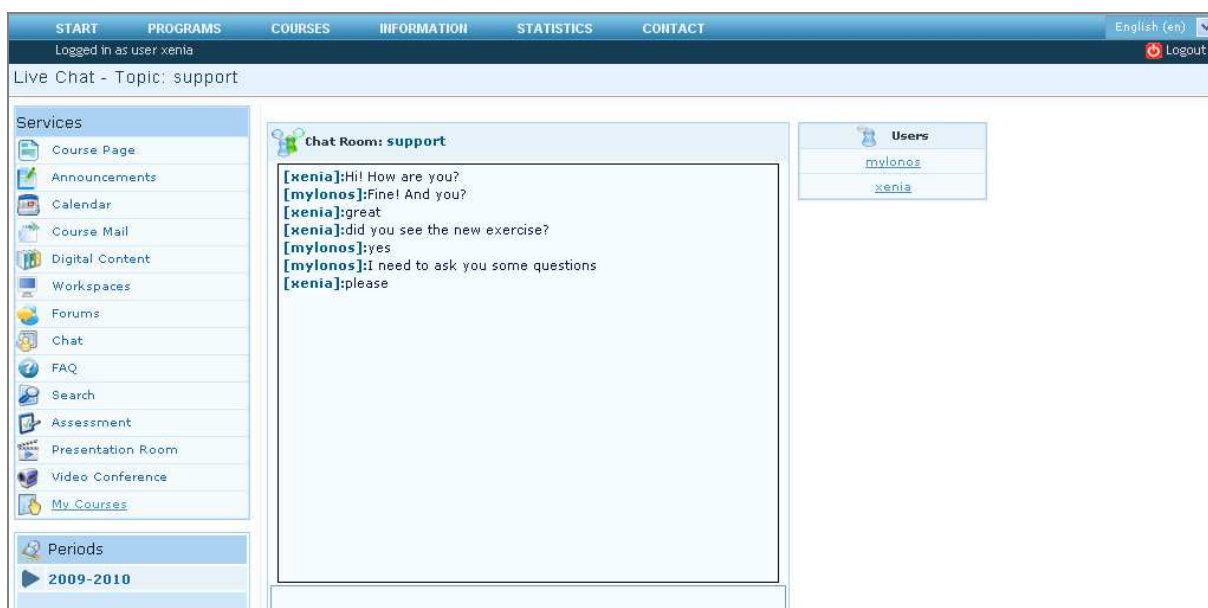


Figure 2.35 Chat room

## 2.13 How to create a FAQ section

As Course administrator you can construct a list of frequently asked questions with corresponding answers related to the teaching of the course or the lab projects to better inform learners.

In order to create a FAQ section go to:

**Courses → Select your course → FAQ → FAQ [Edit] → New Chat room  
→ Create** 

First you can create a category to host your questions. Once you have inserted your Category title, select *Create*.



Figure 2.36 FAQ new category

Your title will then be displayed in the Categories tab. In order to start inserting questions and answers, click on the Category link and select the *New Question – Answer* tab (Figure 2.37).

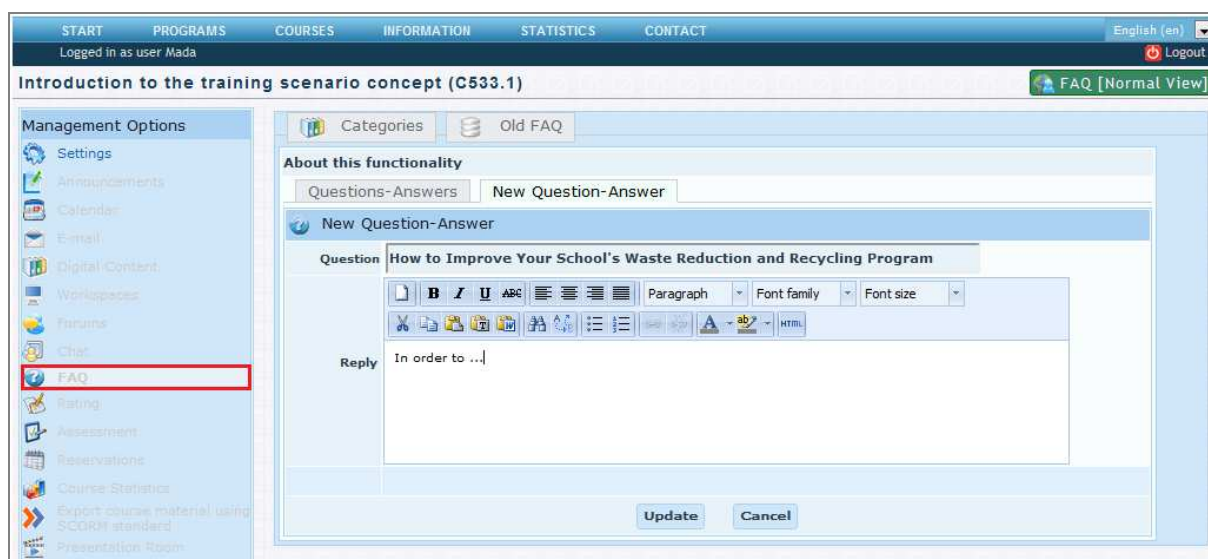


Figure 2.37 Add new question in FAQ

Edit your question and provide an answer to it and press *Update*. Your question will then be included in the corresponding Category list.



## 2.14 How to Rate your students on the course

An important service is that of management and presentation of the grades. As course administrator you are able to import to the system via spreadsheet with appropriate formatting the score of registered learners for the course projects, the total lab score, the final score in the course etc. For privacy reasons, each registered to the course learner is able to see only his/her personal grade for the various categories that have been described before.

In order to use the Rating service go to:

**Courses → Select your course → Rating → Rating [Edit] → Insert Rating**

Download the template available in *Rating file* (Figure 2.38), complete the four sections: **User No, Surname, Name, Rate** and upload on it to the system.

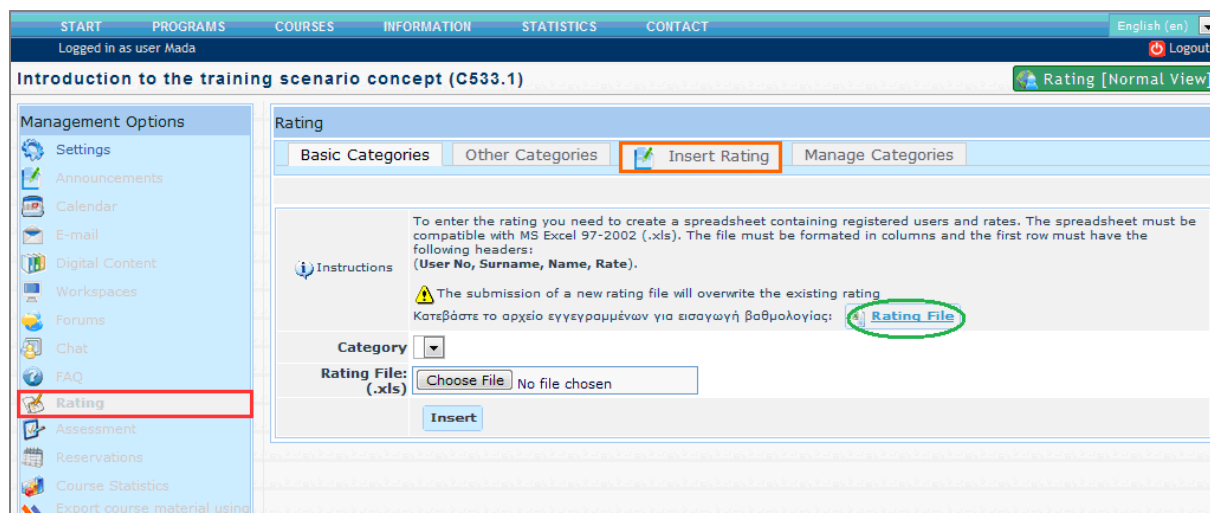


Figure 2.38 Insert rating

## 2.15 How to Assess your students

The platform offers you the opportunity to create assessment tests to monitor the progress of learners. Tests may contain multiple choice questions, whose answers can be formatted as text, or different files.

In order to use the Assessment service go to:

**Courses → Select your course → Assessment → Assessment [Edit] → New Assessment**

Create a test by filling in the following sections:

- **Assessment Title**
- **Duration of the assessment** (hours of minutes)
- **Maximum number of effort** (if the student can retake the test)
- **Order of the questions** (random or not)
- **Period of assessment availability** (when students can take the test)

Once you have filled in all these sections, select Create (Figure 2.39).

Figure 2.39 Create new assessment

The Access section will provide information regarding the assessment access rights, while in the Questions area you can start adding Questions to your Assessment from Create +.

| # | Reply     | Change | Delete | Correct Choice                      |
|---|-----------|--------|--------|-------------------------------------|
| 0 | Product   |        |        | <input type="checkbox"/>            |
| 1 | Price     |        |        | <input type="checkbox"/>            |
| 2 | Place     |        |        | <input type="checkbox"/>            |
| 3 | Promotion |        |        | <input type="checkbox"/>            |
| 4 | Protocol  |        |        | <input checked="" type="checkbox"/> |

Figure 2.40 Add question to assessment

Insert your question and specify the duration of the response for the question, the weight of the question in the assessment and determine the type of answer. The following types of answers are allowed by the platform:

- **Simple text** where you need to specify the correct answer
- **Rich text** where you do not need to specify a single correct answer
- **File** where you can upload a file as correct answer
- **Multiple choice** where you can insert various answers and suggest the correct choice by ticking it

After filling in all the fields select Update and move on to the next question.

## 2.16 How to use the Course statistics

This service processes the information recorded by the system regarding the access to the content, calculates various useful statistics (e.g. regarding the number of hits in the course, the utilization rate of active services) and presents them graphically. It also calculates and presents dynamically appropriate performance indicators of the course after processing the grades data from all courses instances, to help you evaluate the effectiveness of teaching and to draw conclusions about the impact of specific changes in teaching of the course on trainees performance.

In order to use the Course statistics go to:

**Courses → Select your course → Course Statistics**

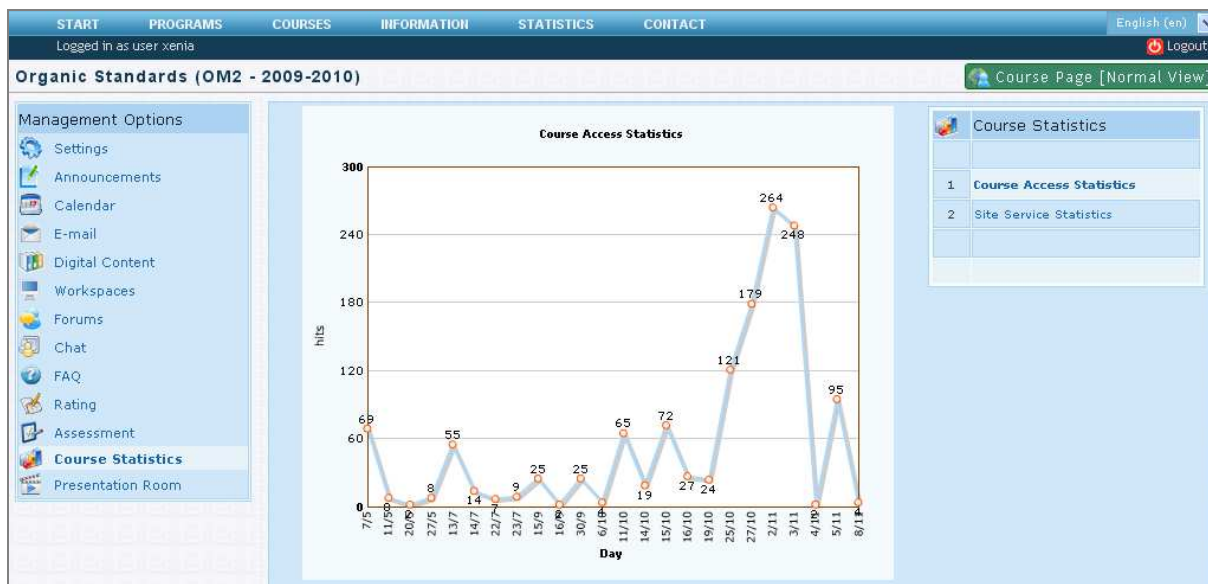


Figure 2.41 Course statistics

## 2.17 How to create a schedule for resources Reservation

The platform provides a service for the time-scheduling and reservation of resources related with the course.

In order to use the Reservations service go to:

**Courses → Select your course → Reservations → Reservations [Edit]  
→ New schedule**

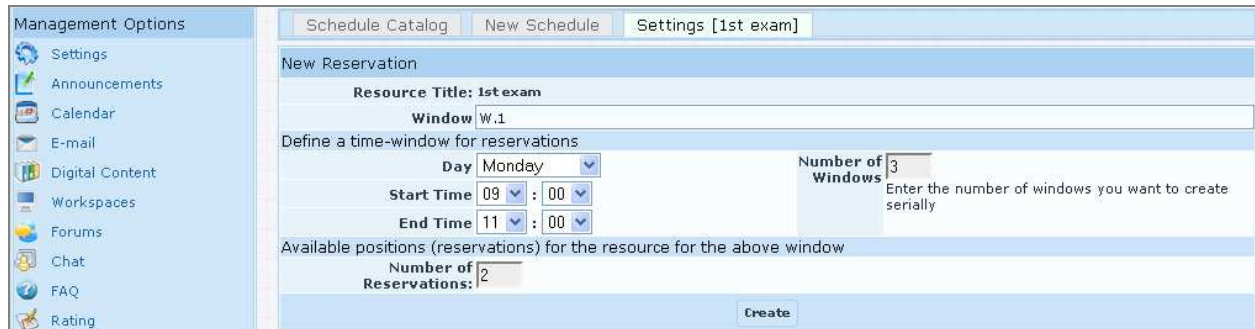
In order to make a new schedule for the course resources specify the interval at which the reservations are permitted and select *Create*.

Figure 2.42 Create schedule for reservations

At this point you can proceed to adding resources to the schedule. Go to the new schedule create and select *Create New Resource* (Figure 2.43).

Figure 2.43 Create new resource in reservations (it would be better to add some text in Resource Title and Description)

Describe the resource and choose the Reservation type allowing reservation by registered users or by working groups, decide on the reservation type (weekly schedule or individual dates) and fill in the maximum number of reservations allowed for users or working groups.



**Figure 2.44 Editing reservation's settings**



| Resource | Window | Dates                        | Maximum Number of Reservations | Current Reservations | View |
|----------|--------|------------------------------|--------------------------------|----------------------|------|
| 1st exam | W.1    | Monday - (09:00:00,11:00:00) | 2                              | 0                    |      |
|          | W.2    | Monday - (11:00:00,13:00:00) | 2                              | 0                    |      |
|          | W.3    | Monday - (13:00:00,15:00:00) | 2                              | 0                    |      |

**Figure 2.45 Reservation's available resources for scheduling**

## 2.18 How to use the Presentation Room

The platform supports live broadcasting of a presentation given by an instructor using video and audio synchronized with presentation slides. It is also possible to record the presentation and store it on the platform to be accessed by the learners at different times.

In order to use the Presentation Room service go to:

**Courses → Select your course → Presentation Room → Presentation Room [Edit] → Create **

In order create your presentation, go to *Create* and add a Title and Description to your presentation. You can choose a document that will be synchronized with the video.

Next, your presentations will be listed under the Presentations tab. To start recording yourself, select *Create* (Figure 2.45).



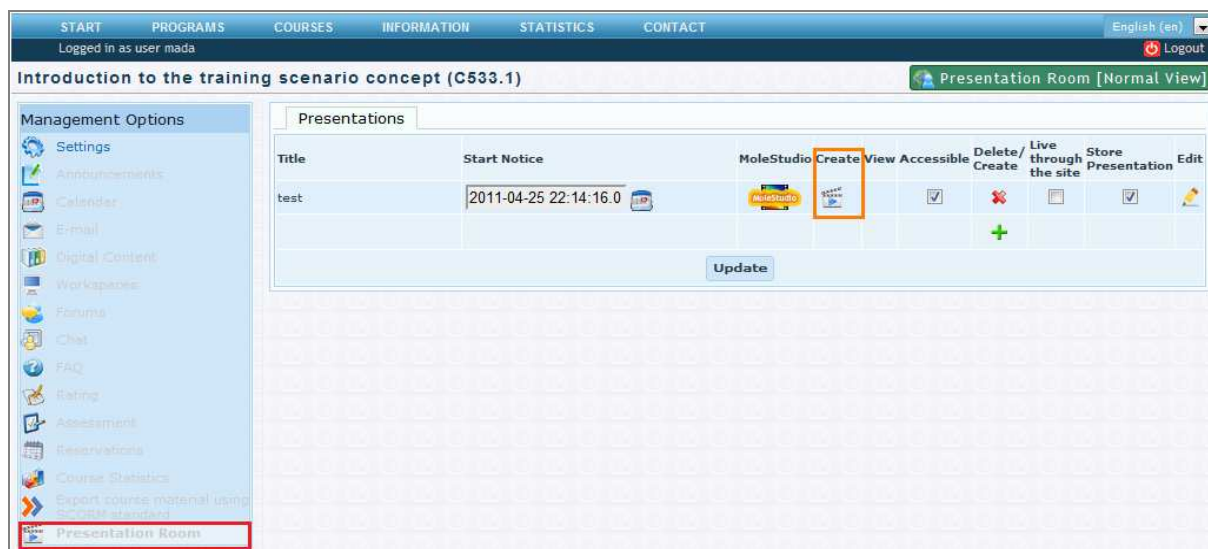


Figure 2.45 Create a recording

Make sure you have access to a microphone and video camera. If you have also chosen a document to accompany your presentation, change the slides from *Slide Number* while recording yourself.

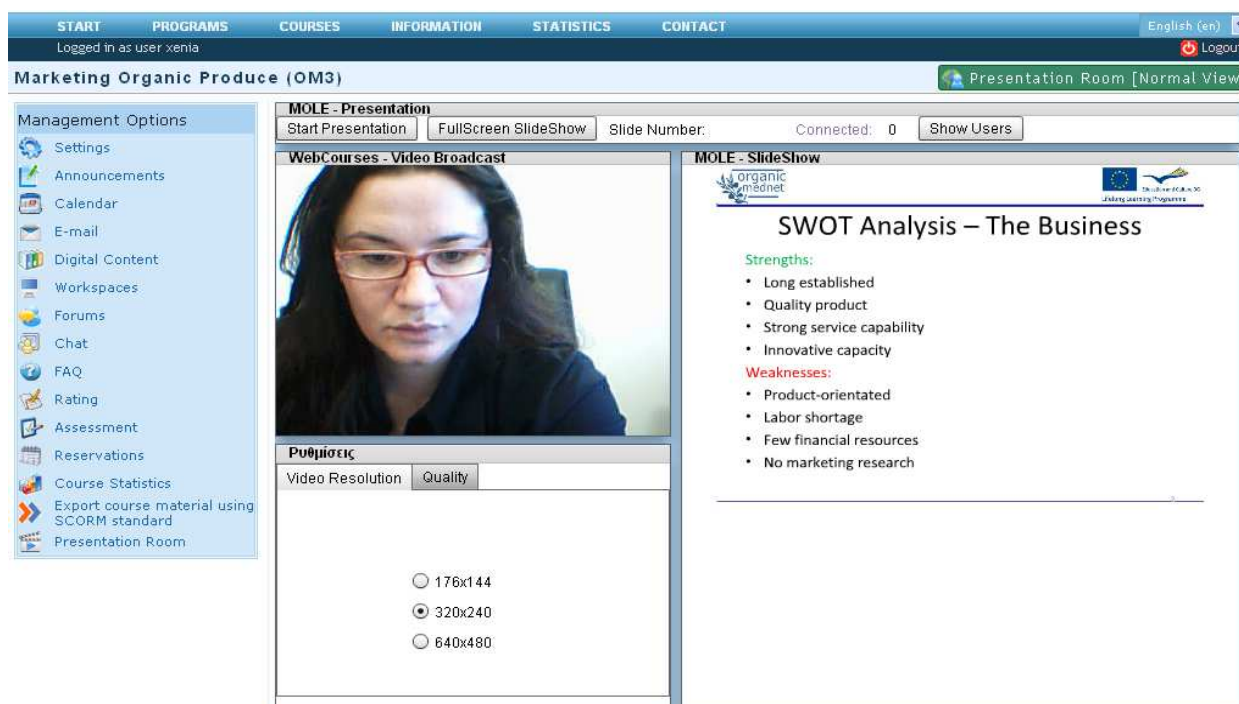


Figure 2.46 Presentation room

## 2.19 How to use the Video Conference

This service is used for the synchronous communication among users of the system using video, audio and text. This service makes possible for groups of learners to meet in virtual space and to communicate with video, picture and sound. The service also provides the opportunity for dynamic processing and uploading of presentation slides, where presentation is synchronized among the members of the conference call.

In order to create a Video Conference go to:

**Courses → Select your course → Video Conference → Create**

Any registered member in the course can create a video conference room (thus it is provided in Normal mode) to start collaborating with other users upon a specific topic. This room will be automatically removed after 30 minutes without participants.

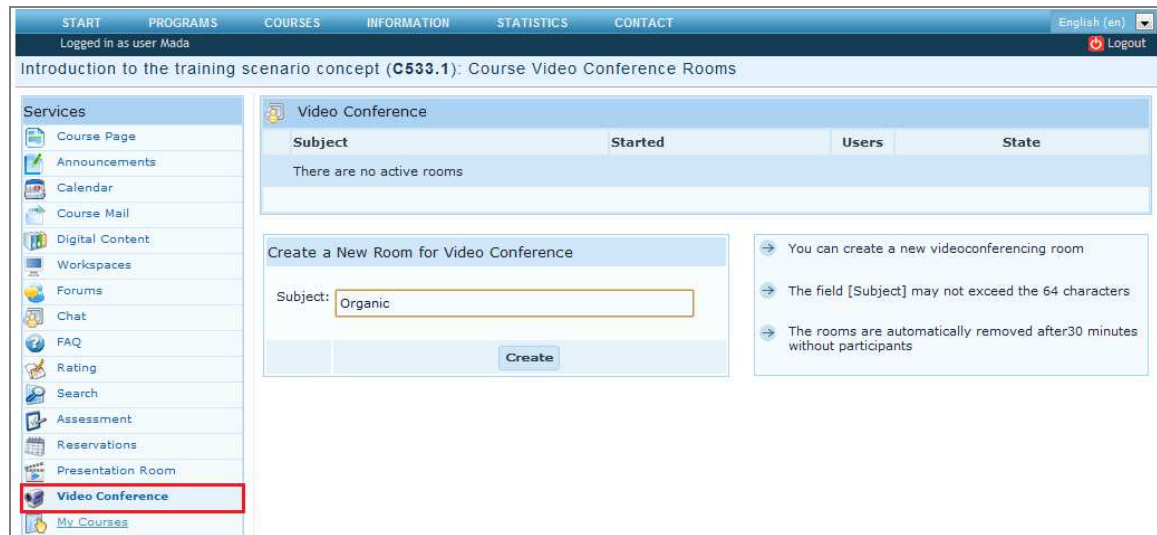


Figure 2.47 Create a video conference room

Once you have created the Conference room you can start communicating with other platform users.

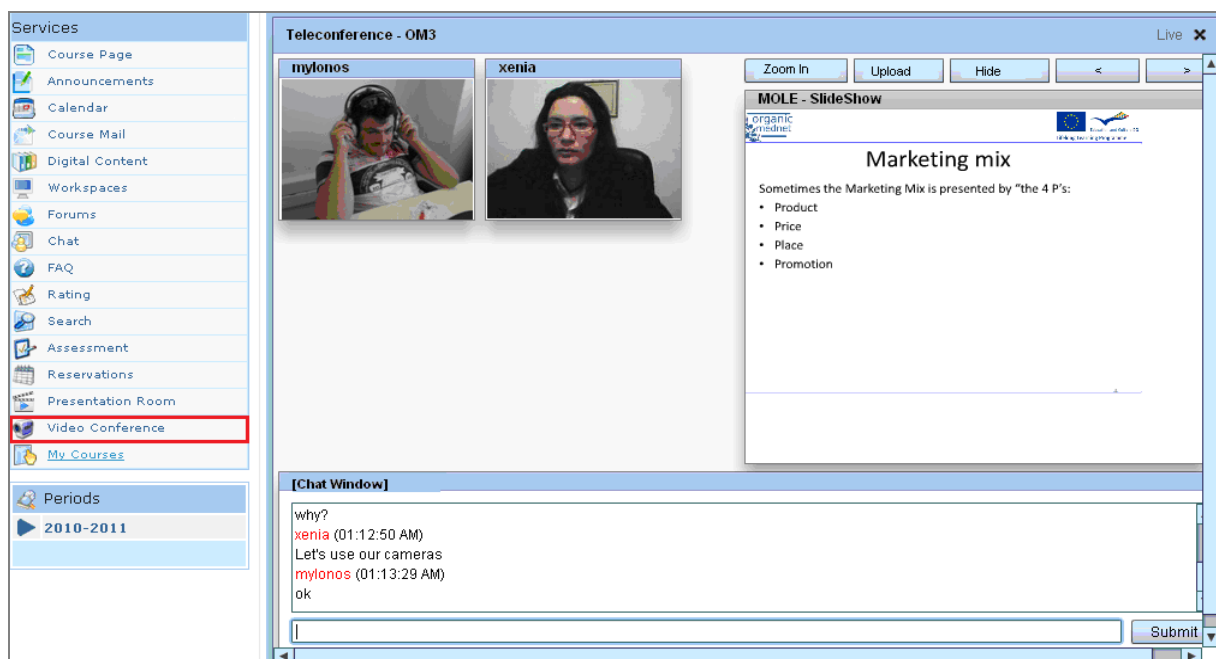


Figure 2.48 Video conference

## 2.20 How to Search through your course

This service utilizes the processing and indexing that has been performed by the document processing engine and offers to the course users a content search tool based on keywords.

In order to use the Search service go to:

**Courses → Select your course → Search**

The service takes as an input the terms of the search and returns back to the user a list with links to the educational course materials that meet the search criteria.

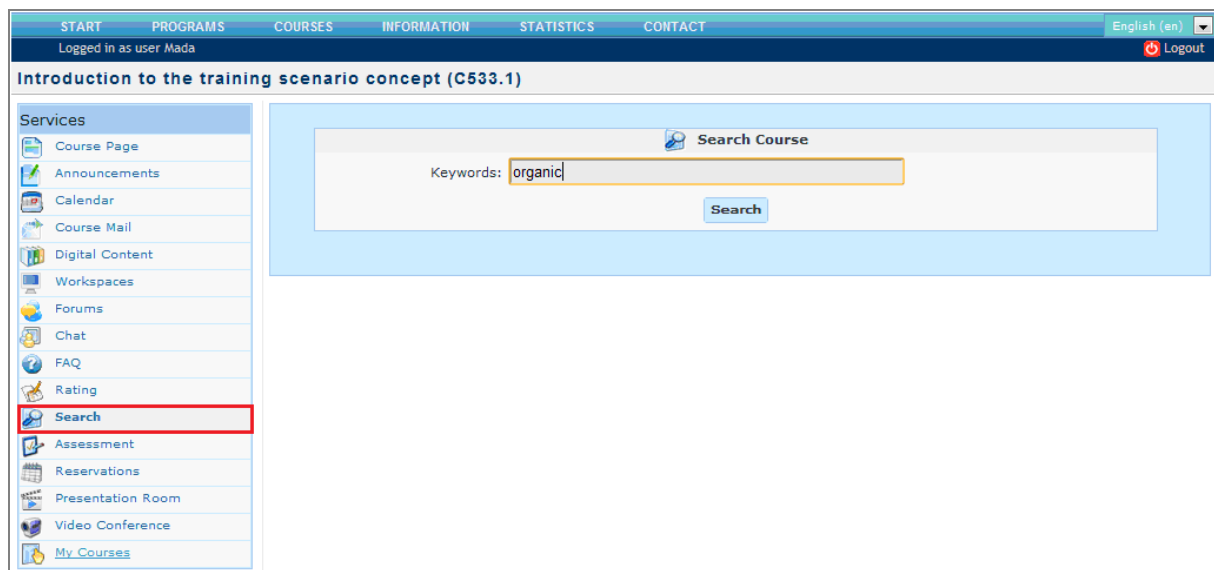


Figure 2.49 Search course



## Annex: Describing resources with metadata using MOLE platform

### Finding the table with metadata elements in MOLE platform

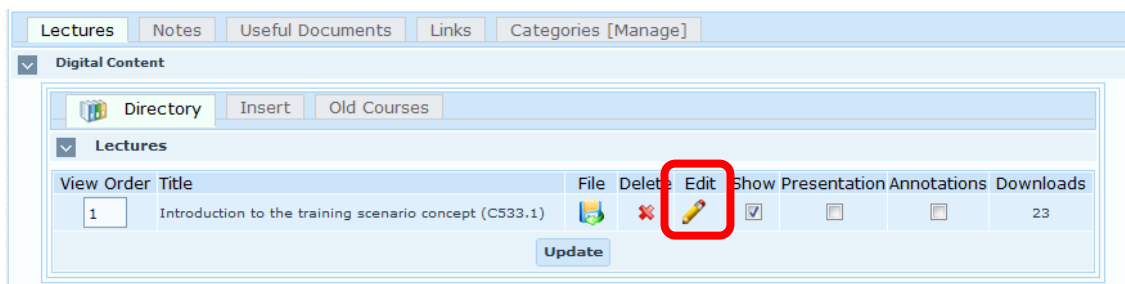
1. Visit the CerOrganic Course Management Platform (MOLE) at: <http://cerorganic.moleportal.eu> and login, using your login details
2. Go to your course page and click on [Digital Content] on the left hand menu

The screenshot shows the CerOrganic MOLE platform interface. The top navigation bar includes links for START, PROGRAMS, COURSES, INFORMATION, STATISTICS, and CONTACT. The user is logged in as 'vprot'. The course title is 'Introduction to the training scenario concept'. The left sidebar lists various services, with 'Digital Content' highlighted by a red box. The main content area displays the course description for 'C533.1 - Description', which explains that training scenarios provide an alternative, interactive way of training. A bar chart titled 'Course Access Statistics' shows access counts for 'Moi' (1,531) and 'Iouv' (32) over the period from 2011-05-08 to 2011-06-13.

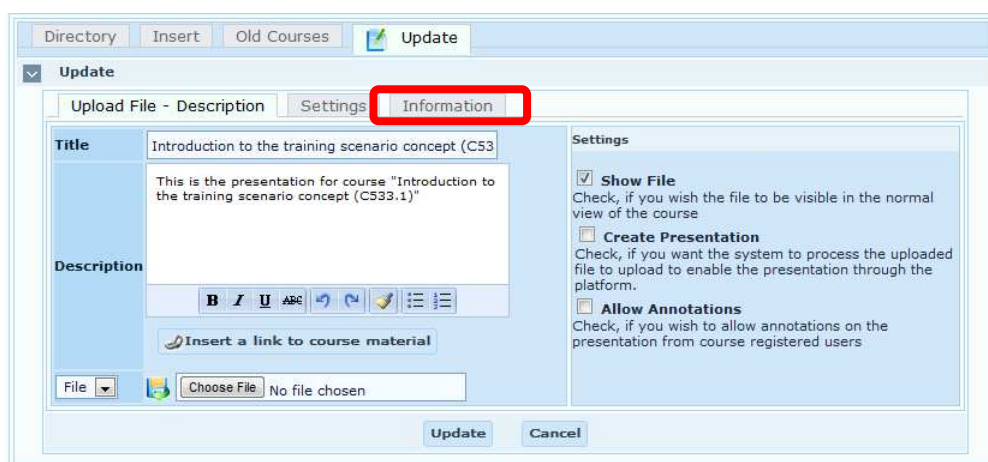
3. Click on [Digital Content Edit]

The screenshot shows the 'Digital Content Edit' page for the course 'Introduction to the training scenario concept (C533.1)'. The top navigation bar is the same as the previous screenshot. The left sidebar lists services, with 'Digital Content' highlighted. The main content area shows a table with columns for Title, File, Presentation, Annotations, and Description. The first row in the table is 'Introduction to the training scenario concept (C533.1)'. A red box highlights the 'Digital Content [Edit]' button in the top right corner.

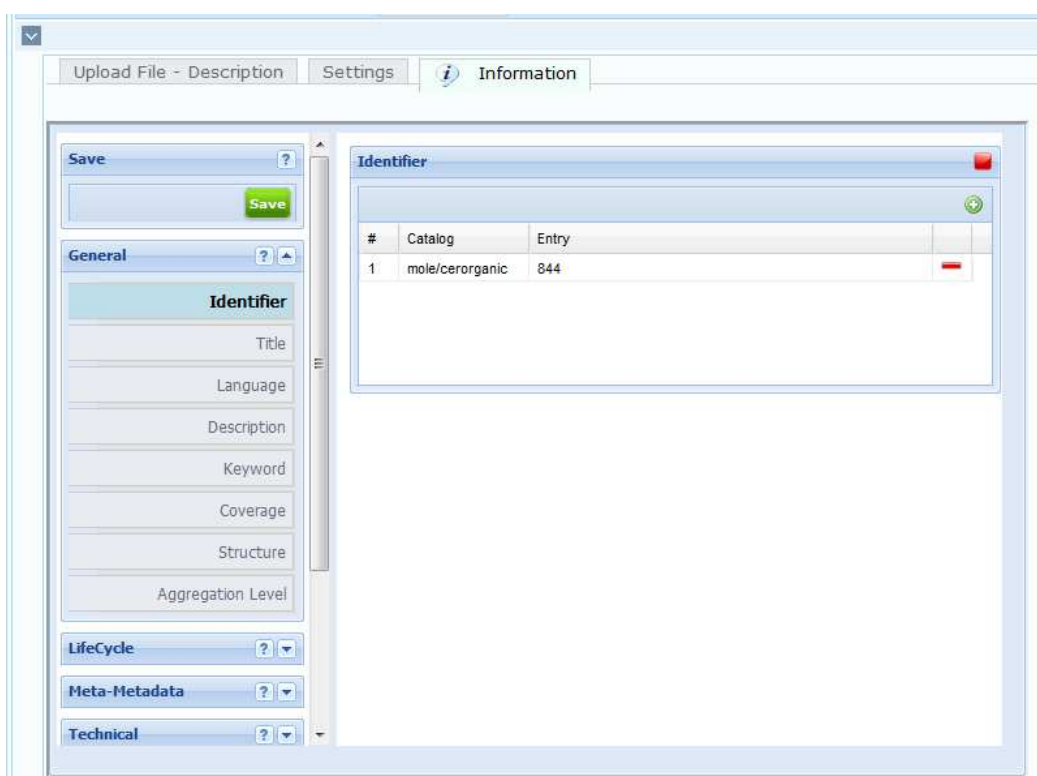
4. For the first resource in the list, click on [Edit]



5. Click on [Information]



6. You will see the list of metadata fields



In order to add a metadata description to your resources/units, you have to follow the steps described in the next paragraph.

After you have reached the metadata table page, you are ready to start describing the resources with metadata. In this stage only the mandatory metadata elements, which provide the basic and required information about your resources should be used.

Metadata elements in MOLE are grouped in 9 categories, based on the IEEE LOM standard:

1. General
2. LifeCycle
3. Meta-Metadata
4. Technical
5. Educational
6. Rights
7. Relation
8. Annotation
9. Classification

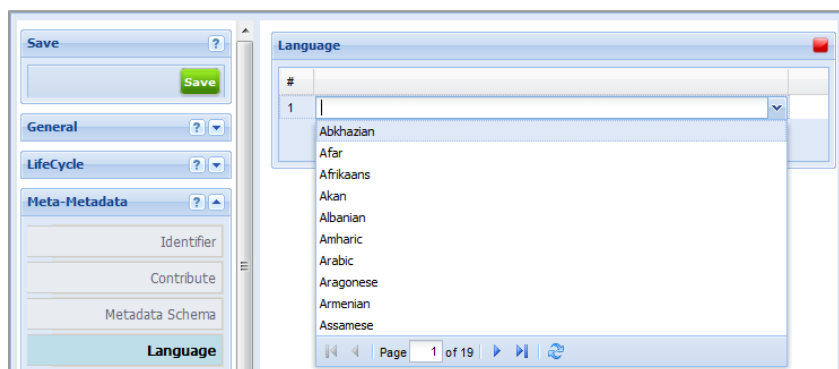


Clicking one of these categories will open the metadata fields contained in this category

### STEP 1: Describing resources with metadata in English

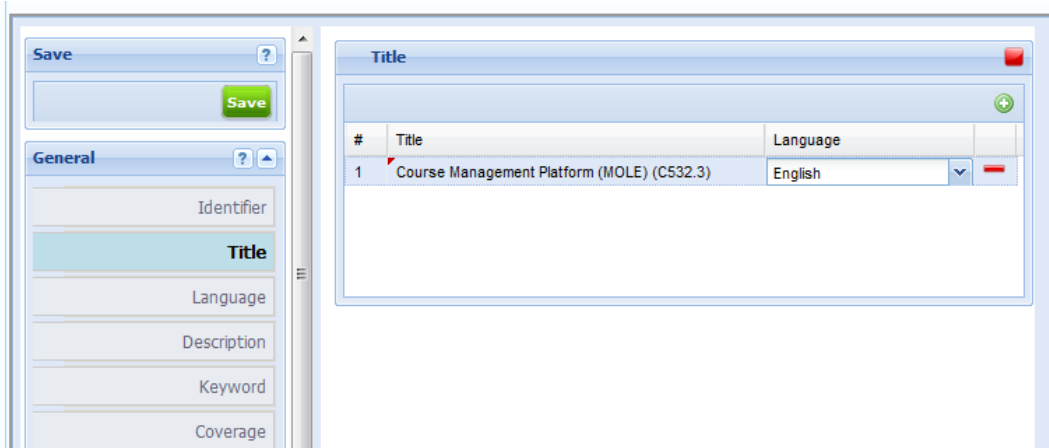
You have to include appropriate information **in English** as well as **in your native language** for the following metadata elements only:

- 1.2. Title
- 1.3. Language
- 1.4. Description
- 1.5 Keyword
- 3.4. Language of metadata
- 4.1. Format
- 6.1. Cost [always = NO]
- 6.2. Copyright and other restrictions [if you created the resource set NO, else describe the copyright information of the item, e.g. book]

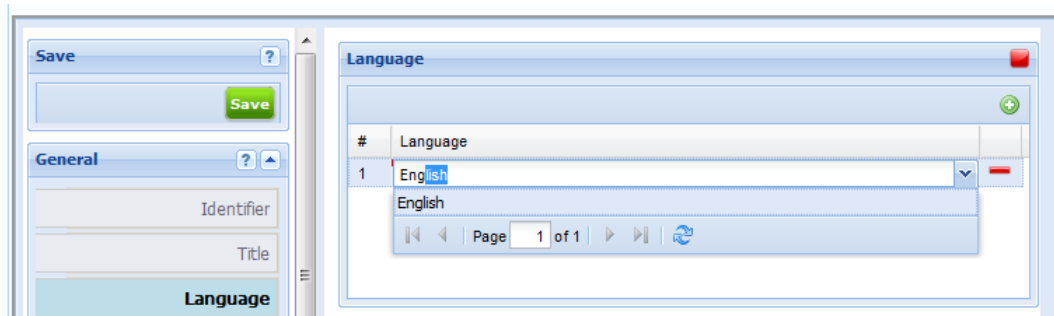


**Figure 50: Selecting the language of the metadata (3.4)**

**1.2 Title:** By default, the title will be automatically entered. However, in order to achieve a uniform way to name the presentations of the CerOrganic training curriculum, we propose to copy-paste the name of the specific training unit, followed by the number of the unit (please see screenshot below).



**1.3 Language:** The language of the resource should be entered here. By start typing the first letter in the field, the matching languages will appear from the pull-down menu (this is the case for all pull-down menus)



**1.4 Description:** This will be a short description of the resource. For the presentations of the training units, it is already available both in the corresponding course page in the MOLE platform as well as in the corresponding section within the presentation itself. For other resources, a couple of sentences describing the resource should be enough. You should make sure that you select the language of the description in the field next to the description field.

The screenshot shows the 'Add new Description' button at the top. Below it is a window titled 'Description' containing a table with the following data:

| # | Description   | Language |
|---|---|----------|
| 1 | This unit aims to: • provide a definition and usage of... | English  |

**1.5 Keywords:** Please add at least three keywords describing your resource, one in each field. Please make sure that you indicate the language of each keyword in the field next to the keyword field. In order to add a new keyword, please use the [Add new keyword] button on the top of the window (see screenshot below). The green (+) sign should only be used for adding a translation of an existing keyword.

The screenshot shows the 'Add new Keyword' button circled in red. Below it are two windows titled 'Keyword'. The top window contains a table with the following data:

| # | Keyword            | Language                      |
|---|--------------------|-------------------------------|
| 1 | MOLE               | English                       |
| 2 | Write a Keyword... | Please select the language... |

The bottom window contains a table with the following data:

| # | Keyword            | Language                      |
|---|--------------------|-------------------------------|
| 1 | Write a Keyword... | Please select the language... |

**3.4 Language of the metadata:** The main language of the metadata record should be provided (English for most cases), by selecting from the pull-down menu.

The screenshot shows a window titled 'Language' containing a table with the following data:

| # | Language |
|---|----------|
| 1 | English  |

**4.1 Format:** The format of the resource should be provided here. In most cases it will be automatically completed; however the accuracy of this entry should be checked by the one annotating the resource.

| # | Format                        |
|---|-------------------------------|
| 1 | application/vnd.ms-powerpoint |

**6.1 Cost:** This value should be set to “No”.

| # | Cost |
|---|------|
| 1 | No   |

Page 1 of 1

**6.2 Copyright and other restrictions:** If you created the resource (e.g. the presentation) set this to NO, otherwise (e.g. in the case of a book) please refer to the copyright information of the specific resource.

| # | Copyright and Other Restrictions |
|---|----------------------------------|
| 1 | No                               |

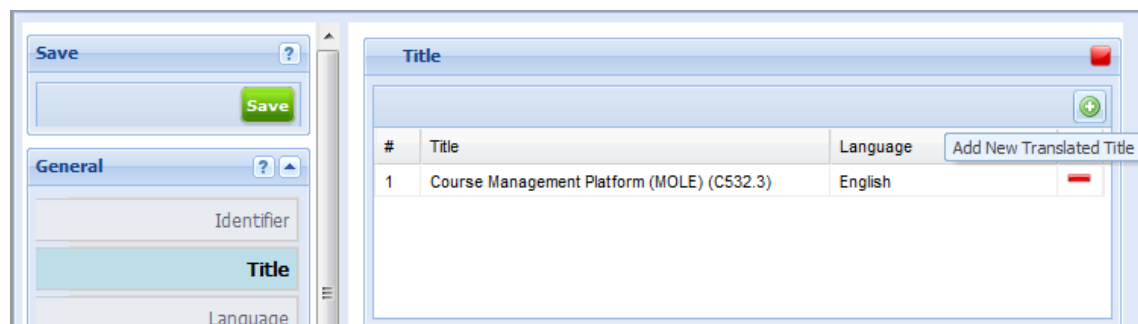
Page 1 of 1

## STEP 2: Translate metadata in your own language

Provide the translation for the metadata elements 1.2, 1.4 & 1.5

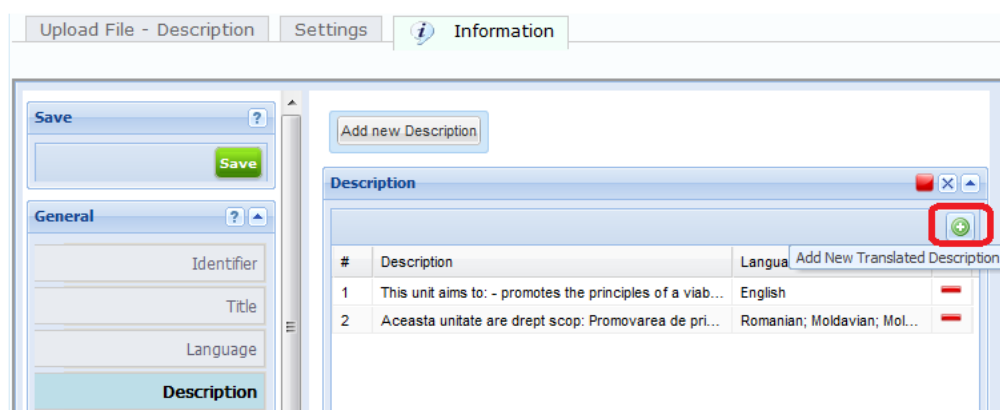
### 1.2 Title

Enter the translated title by clicking on the green + sign



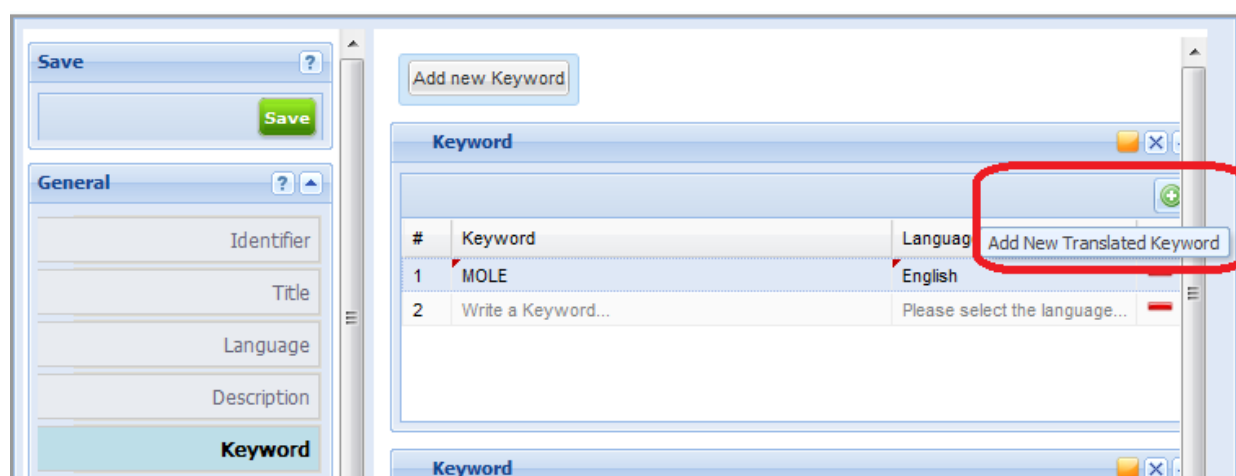
### 1.4 Description

Enter the translated description by clicking on the green + sign



### 1.5 Keywords (please make sure that you scroll down and translate all keywords)

Enter the translated keywords by clicking on the green + sign



in your own local language (Czech / German / Greek / Hungarian)



### STEP 3: Translate existing metadata

You have to contact WP2 leader to let him know that the rest of partners can now introduce translations for elements 1.2, 1.4 & 1.5. For instance, you are Greek and you uploaded a unit in your Curriculum, you initially created metadata in English for it and later translated 1.2, 1.4 & 1.5 into Greek. Now it is time for our Austrian, Czech, German and Hungarian partners to include translations for elements 1.2, 1.4 & 1.5 in Austrian, Czech, German and Hungarian respectively. At the same time, you will be asked to translate others' metadata into your local language.

#### Notes:

1. You are asked to repeat the procedure for **all the resources available in this course**
2. You are asked to repeat the procedure for **all of your courses/units in MOLE platform**

**NOTES:** Please make sure that you read the following before starting/completing the description of resources with metadata:

1. Please make sure that you press the Green Save button (on the top of the metadata categories list) every once in a while, and at least while finishing with the description of each resource with metadata. The system has an auto-save mechanism, however, it would be nice if we could make sure that all metadata records are saved before we leave the metadata editing page.
  2. Please prefer to use not-formatted text when transferring information from e.g. Presentations or Word files. Just to be on the safe side, it would be ideal if information coming from these sources are first copied and pasted into a textpad/notepad file and then copied and pasted in the metadata forms.
  3. In order to be able to start the metadata translation task, all partners involved in this task should be assigned Course Admin rights by each project partner who is responsible for each course. So, for example, in order for me to assign admin rights to my Course 532.1, I will have to add as admins to this course all the partners who are working on the translation of metadata. For this to happen, each project partner who is working on the translation of metadata should provide us with the name of the person responsible of this task. Then, each partner should add all the names of all these persons as admins in all his courses/units in the MOLE platform that he is responsible for.
- To this direction, you should **[Edit]** your course (orange button at the top right corner of the Course screen), go to Administrators tab and make sure you add all partners involved in the translation. This can be done by pressing the **Green + button** below the last course administrator (see red circle in the image below). So, for all courses, the administrator tab should look like the image below (but including all the names of the persons involved in the metadata translation task:

START PROGRAMS COURSES INFORMATION STATISTICS CONTACT English (en) Logout

Logged in as user vprot

Austrian Case Study (C534.c) Course [Normal View]

Management Options

- Settings
- Announcements
- Calendar
- Digital Content
- Forum

Services Administrators Description Information Access Registration

Course Administrators

| Course Instructor   | Full Name   | Username |
|---|---|----------|
|    | Protonotarios Vassilis  | vprot    |
|    | Owen Carolyn  | owencary |
|    | Plakolm Gerhard   | plakge   |
|   |  |          |

### 3 Useful links

MOLE central installation: <http://www.moleportal.eu/>

CerOrganic MOLE platform: <http://cerorganic.moleportal.eu/>

CerOrganic project website: <http://www.cerorganic.eu/>

Learning Object Metadata standard:

[http://ltsc.ieee.org/wg12/files/LOM\\_1484\\_12\\_1\\_v1\\_Final\\_Draft.pdf](http://ltsc.ieee.org/wg12/files/LOM_1484_12_1_v1_Final_Draft.pdf)